



## **ASSET MANAGEMENT**

This guide walks you through Asset Management Policies and Procedures, Searching for Assets, Adding Assets, Adjusting Assets, Transferring Assets, Retiring and Reinstating Assets and Running an Asset Query.

**State of Vermont**

**Department of Finance & Management**

**Revised October 2016**

# Revisions to Manual

## October 2016:

- Updated the FAQ section.
- Created a Helpful Hints section.

## APRIL 2010:

- A new exercise has been added:
  - entering a Capital Lease Asset

## JUNE 2009:

- Correction made to wording of the answer to the third question on page 89. Answer now reads:

The asset will need to be retired and then re-entered as a **non**-depreciable asset. Follow the exercises in this manual on how to *Retire an "In Service" Asset* and the exercise to *Add an Asset using Basic Add*.

## FEBRUARY 2009:

- The following information has been added to all exercises pertaining to adding an Asset:

If this is a **Donated** asset, you must select a **Trans Code** of "Donated"

**This page was intentionally left blank.**

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# Frequently Asked Questions (FAQs):

## **What determines if an asset is *capitalized* or *expensed*?**

The cost basis and useful life of an asset are the determining criteria of a capital / expensed asset. Any asset that has a useful life under 2 years and a cost less than \$5000 is treated as an expensed asset; anything that is above those thresholds is capitalized. This means any asset, including computers; costing less than \$5000 and having a useful life less than 2 years would have a profile associated with it that starts with an "E" (i.e., ECOMPUTERS).

## **What do I do if an asset location does not exist in VISION?**

All location codes are created and maintained in Financial Operations. If you have an asset that is located at a site that there is no asset location for, send an email to [Ruthellen.Doyon@vermont.gov](mailto:Ruthellen.Doyon@vermont.gov) and include the complete address and whether a purchasing or requisition location also needs to be setup.

## **What costs should I include in the acquisition cost of an asset?**

Acquisition cost includes all expenditures that are necessary to place the asset into its intended location and condition for use. This includes the invoice purchase price and ancillary charges that are directly attributable to asset acquisition such as freight & transportation, in-transit insurance, duty, site preparation, assembly, and installation costs.

# Helpful Hints

## **My asset was entered with the wrong Dept ID. How do I fix it?**

You can fix the Dept ID associated with an asset by doing a transfer. You can find information on doing a transfer in the Asset Management Manual. (Note: you can only do one type of change to the asset at a time. You could transfer the asset to another Fund at the same time you are fixing the Dept ID, as they are both performed with an action of transfer. You could not transfer the Dept ID and adjust the cost, as cost adjustments are an action of adjustment). Please remember, doing this transfer will not update the Asset Acquisition Detail page. This page is the history of how the asset was added. To see the impact of transfers and/or adjustments to an asset, look at Review Cost Information. (Navigation: Asset Management > Financial Management > History > Review Cost).

## **Where can I go to find the most current Asset Management Policies & Procedures?**

The most recent Asset Management Policies & Procedures can always be found at the Finance & Management website under Policies & Procedures. Here is the link to the website: <http://finance.vermont.gov/policies-and-procedures>.

## **My asset was entered without (or with an incorrect) Dept ID. How do I fix it?**

A transfer will need to be processed to move the asset into the correct Dept ID. Follow the exercise in this manual to *Transfer an Asset from one Dept ID to another (same Business Unit)*.

## **My asset was entered without (or with an incorrect) Fund. How do I fix it?**

A transfer will need to be processed to move the asset into the correct Fund. Follow the exercise in this manual to *Transfer an Asset from one Fund to another (same Business Unit)*.

## **My asset was entered as expensed but should have been depreciable. How do I fix it?**

The asset will need to be retired and then re-entered as a depreciable asset. Follow the exercises in this manual to *Retire an "In Service" Asset* and the exercise to *Add an Asset using Basic Add*.

## **My asset was entered as depreciable but should have been expensed. How do I fix it?**

The asset will need to be retired and then re-entered as a non-depreciable asset.

Follow the exercises in this manual on how to *Retire an "In Service" Asset* and the exercise to *Add an Asset using Basic Add*.

**My asset was entered without (or with an incorrect) cost. How do I fix it?**

An adjustment will need to be done to correct the cost of the asset. Follow the exercise in this manual to *Adjust the Cost of an Asset*.

**My asset was entered with an incorrect quantity. How do I fix it?**

An adjustment will need to be done to correct the quantity of the asset. Follow the exercise in this manual to *Adjust the Quantity of an Asset*.

**My asset was entered without (or with an incorrect) location code. How do I fix it?**

Location codes of assets can be added or updated in Basic Add. However, you must check the "correct history" box on the "Find an existing value" page prior to entering into the asset because location fields are effective dated fields.

**My asset was entered without a description. How do I fix it?**

Asset Descriptions can be added or updated in Basic Add. You do not need to check the "correct history" box on the "Find an existing value" page prior to entering the asset because the description fields are not effective dated fields. Navigation is: **Asset Management > Financial Management > Owned Assets > Basic Add > Find an Existing Value**.

**There are different types of location codes. How do I know which one to use for my asset?**

All asset locations begin with the letter "A" so these locations should be used when assigning a location to an asset.

**How can I find out who entered an asset or processed an accounting transaction for an asset?**

The USER ID is displayed on the Asset Cost History page and will show who entered an asset or processed an accounting transaction for an asset. To see this information, follow the instructions to *Inquire on the Cost History of an Asset*.

**How do I know what Category to use for an asset?**

Assets that have a cost greater than \$5000 should have a category that ends with the letter D (e.g. VEHD). All assets that have a cost less than \$5000 should have a category that ends with the letter E (e.g. COMPE)

**Where can I find the Asset Inventory Verification Form to complete my Physical Inventory?**

The Asset Inventory Verification Form is located on the last page of the Asset Management Procedure #1 found on the Finance & Management website under Policies & Procedures. Here is the link to the website:

<http://finance.vermont.gov/home>

**How can I transfer assets from one Business Unit to another Business Unit?**

Expensed assets cannot be transferred from one BU to another BU. If you have depreciable assets that you want transferred, you must contact Financial Operations to request a transfer of an asset (or assets) from Business Unit to another Business Unit.

**How can I retire a large number of assets at one time?**

Finance & Management can process a Mass Disposal if you have more than 50 assets to retire at one time. Mass Disposals are reserved for special circumstances such as New Business Units or Statute Changes. Finance & Management will not grant requests for mass disposals if a Department is using it as a quick fix where regular asset maintenance has not been done.

**What information will I need to request a new Profile ID for assets?**

You should contact Finance & Management with a detailed item description of the asset that you are trying to create a new profile for along with the asset's useful life. Finance & Management will help you determine whether there is an existing Profile ID that can be used or if a new one is needed.

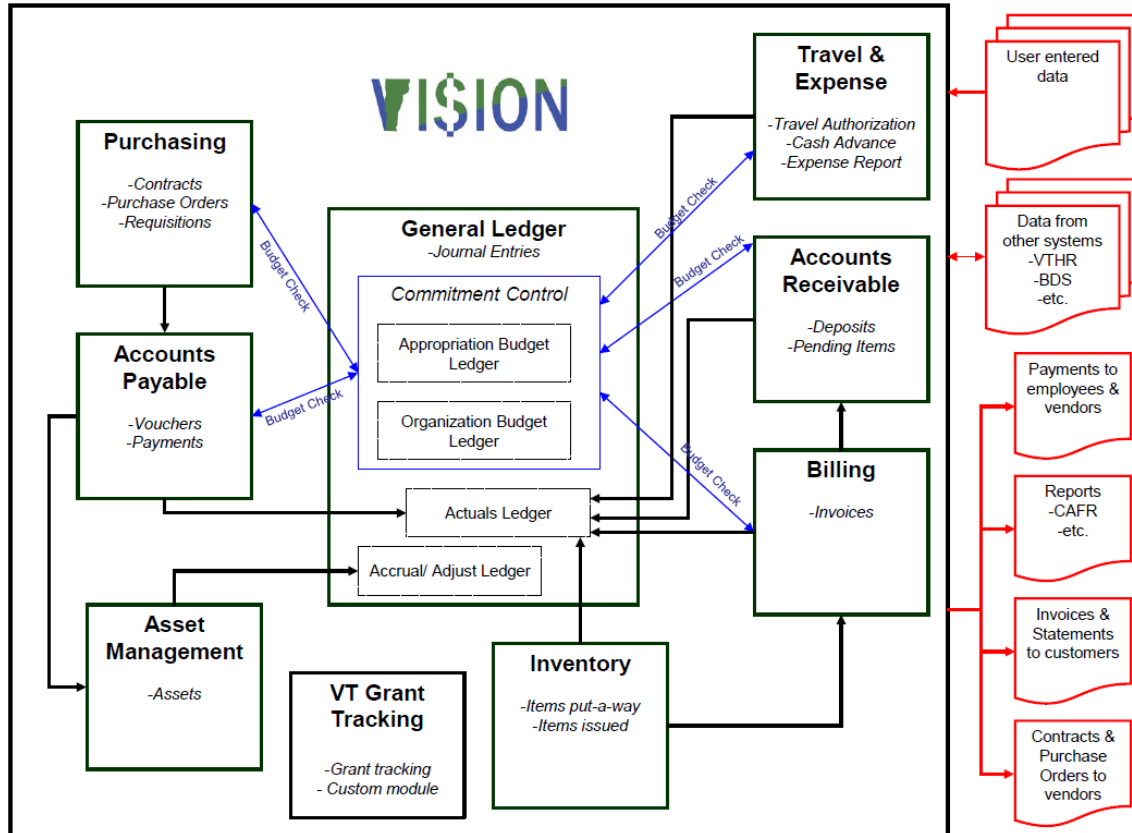
**When can I run reports to see the depreciation that accumulated on my assets?**

Each month between the 1<sup>st</sup> and 10<sup>th</sup> business day, Finance & Management runs a depreciation close process that posts all of the depreciation for the prior period. The depreciation close process is not run until **ALL** asset transactions are complete for the prior period. This process is delayed at year end because of the mass amount of transactions and inventory verifications that must be done prior to closing the books for the entire fiscal year.



# VISION Overview

## Overview of the VISION process:



# Asset Management Overview

## Section 1: Asset Management Policies and Procedures

### 1.1 Guiding Documents

The State of Vermont, Agency of Administration, issued VISION Procedure #1, Asset Management Procedure, on May 1, 2004. It has subsequently been revised and the current version is dated May 1, 2007. This document is the State level guiding document for defining and tracking Assets in the VISION system. In addition, the Department of Finance and Management issued a Fixed Assets Best Practice #6 in December 2006. Departments should refer to these two documents first for information on this subject. You can find these documents at:

Asset Management Procedure #1

<http://finance.vermont.gov/policies-and-procedures/vision-procedures>

Intangible Assets Implementation Guide

<http://finance.vermont.gov/policies-and-procedures/vision-procedures>

Best Practice #6 – Fixed Assets

<http://finance.vermont.gov/policies-and-procedures/internal-controls>

### 1.2 Definitions

**Fixed assets** are long-term, physical resources of considerable value held for business use and not intended to be consumed or converted into cash any sooner than at least one year's time (e.g. buildings, equipment, vehicles, computers, furniture, etc.).

**Capital assets**, as defined by the State's capitalization policy, are fixed assets that cost at least \$5,000 and provide future economic benefit for a minimum of two years.

**Infrastructure assets**, as defined by the State's capitalization policy, are physical resources utilized primarily by the public that cost at least \$50,000 and provide future economic benefit for a minimum of three years (e.g. roads, bridges, dams, airports, etc.).

**Capital Lease** is defined as a lease for a period of time exceeding 12 months and which meets at least one of the following criteria:

- a. It passes title to the lessee at the conclusion of the lease term.
- b. It contains a bargain purchase option.
- c. The lease term is at least 75% of the assets estimated economic life.
- d. The present value of the minimum lease payments (discounted at the lower of the implicit interest rate or the incremental borrowing rate) equals or exceeds 90% of the asset's fair value at acquisition.

**Non-capital assets** are a physical resource that **does not** meet the capitalization cost thresholds (e.g. any asset that is less than \$5,000 or has a useful life under 2 years).

**Donated assets** are any assets that are acquired by gift.

**NOTE:** Capital assets, infrastructure assets, and capital leases are all entered as **depreciated** assets in VISION. Non-capital assets are entered as **expensed** assets in VISION.

### ***1.3 VISION Entry Requirements***

The following assets are required to be tracked and maintained in VISION and recorded in the Asset Management module at the time of acquisition:

- All capital assets with a cost of \$5,000 or more
- Buildings that are not associated with or part of an infrastructure asset
- All capital leases
- All land
- Art and museum collections
- All infrastructure assets
- Infrastructure improvements with a cost of at least \$50,000 and future economic benefit of a minimum of three years
- All computer equipment with a cost of \$1,000 or greater
- All software with a cost of \$50,000 or greater
- Donated assets that meet the definition of a capital asset, infrastructure asset, or computer equipment with a cost of \$1,000 or greater and software with a cost of \$50,000 or greater.

## **Depreciation**

State of Vermont uses a straight-line depreciation with a mid-month convention. This is a statewide standard that is set up in VISION. Each month between the 1<sup>st</sup> and 10<sup>th</sup> business day, Finance & Management runs a depreciation close process that posts all of the depreciation for the prior period. The depreciation close process is not run until **ALL** asset transactions are complete for the prior period. This process is delayed at year end because of the mass amount of

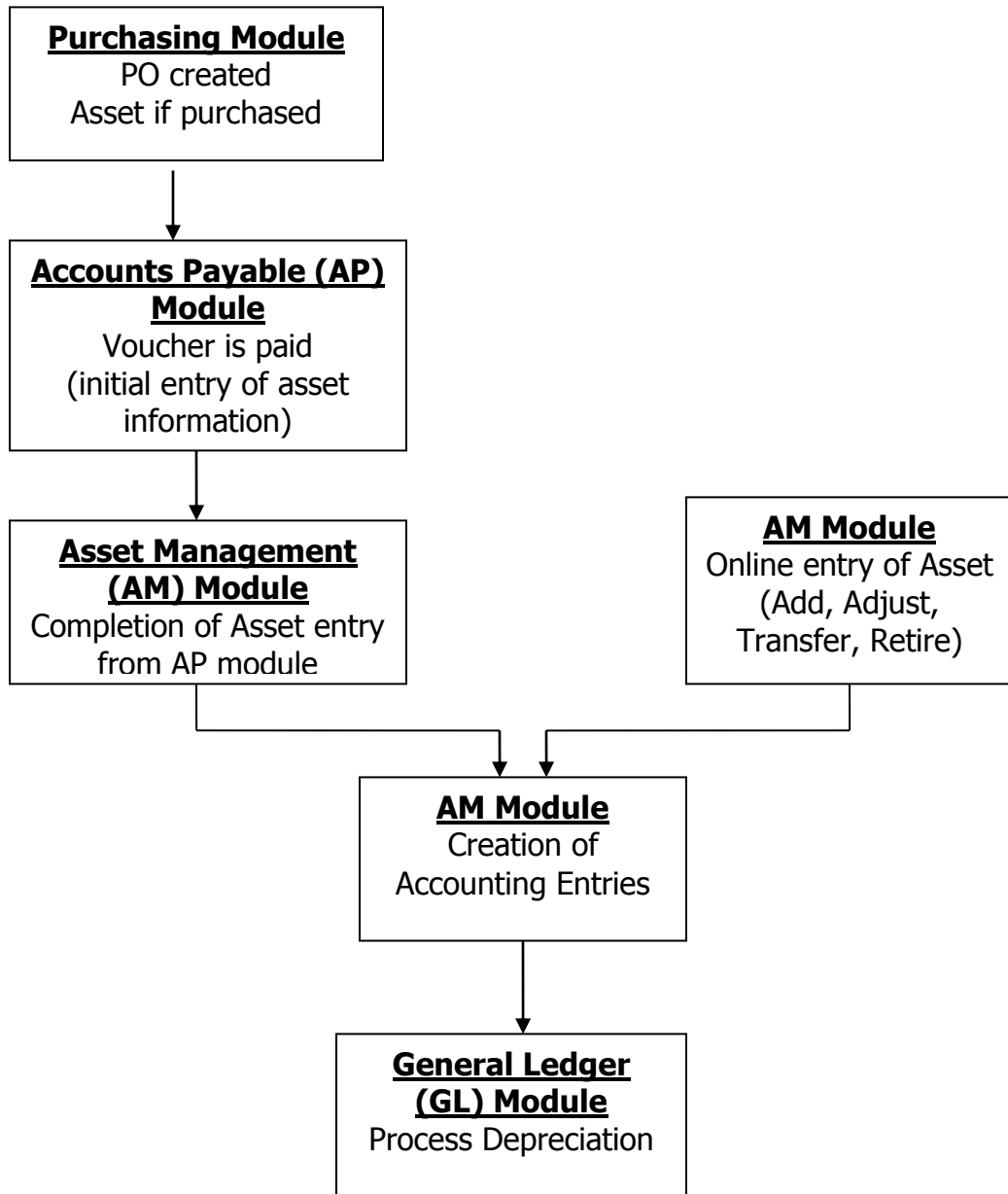
transactions and inventory verifications that must be done prior to closing the books for the entire fiscal year.

## State of Vermont Required Fields

NOTE: Departments may define additional required fields as needed for their own business processes. The following fields are the minimum required fields to be used for any asset entered.

- Asset Information Page
  - Description
  - Tag Number
  - Acquisition Date
  - Acquisition Code
  - Profile ID
- Asset Acquisition Detail Page
  - Quantity (always = 1)
  - Amount
  - Category
  - Capitalization Code
  - Transaction Date (always equal to Acquisition Date)
  - Accounting Date (always date of entry)
  - Transaction Code (necessary/required **ONLY** for Donated Assets).
- Acquisition Details Page (except for Donated Assets)
  - AP Unit
  - Voucher ID
  - Vendor ID
  - Invoice Number
  - Invoice Date
- Acquisition Detail Chartfields Page
  - Fund Code (only for Internal Service or Enterprise funds)
  - Department
- Location/Comments/Attributes Page
  - Location (should begin with "A")
  - Comments - This field is required to be used for Donated Assets and/or when an asset has been retired. When an asset has been Donated, include the entity that donated the item. When an asset has been retired, include an explanation of what physically happened to that asset.

# Asset Management Process



# Search for an Asset

**Possible situations when this function is used:** To search for an existing asset.

**Navigation:** Asset Management > Search for an Asset

The Search for an Asset page will load.

Favorites | Main Menu > Asset Management > Search for an Asset

### Search for an Asset

**Asset Search Criteria**

*Unit: <input type="text" value="01110"/>	Serial ID: <input type="text"/>	Parent ID: <input type="text"/>
Category: <input type="text"/>	Location: <input type="text"/>	Group ID: <input type="text"/>
Asset ID: <input type="text"/>	Asset Status: <input type="text" value="In Service"/>	<input type="checkbox"/> Hazardous Asset
Tag Number: <input type="text"/>	Profile ID: <input type="text"/>	<a href="#">Chartfield Search Criteria</a>

**Acquisition Details**

PO Unit: <input type="text"/>	Receipt Unit: <input type="text"/>	AP Unit: <input type="text"/>	Project Unit: <input type="text"/>
PO No.: <input type="text"/>	Receipt No: <input type="text"/>	Voucher: <input type="text"/>	Project ID: <input type="text"/>

**Retrieve**

☐ Cost Information    ☐ Acquisition Information    ☐ Location    ☐ Non Capital Asset    [Hint](#)

Your default BU will appear in the Business Unit field. The Asset Status will default as In Service. This page allows for assets to be retrieved by many different fields.

## Search for an Asset by the Profile ID

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Profile ID**

- Enter the appropriate profile id

Favorites | Main Menu > Asset Management > Search for an Asset

### Search for an Asset

**Asset Search Criteria**

\*Unit:  Serial ID:  Parent ID:   
 Category:  Location:  Group ID:   
 Asset ID:  Asset Status:  ☐ Hazardous Asset  
 Tag Number:  Profile ID:  [Chartfield Search Criteria](#)

**Acquisition Details**

PO Unit:  Receipt Unit:  AP Unit:  Project Unit:   
 PO No.:  Receipt No:  Voucher:  Project ID:

**Retrieve**

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset [Hint](#)

Click **Search**

Favorites | Main Menu > Asset Management > Search for an Asset

### Search for an Asset

**Asset Search Criteria**

\*Unit:  Serial ID:  Parent ID:   
 Category:  Location:  Group ID:   
 Asset ID:  Asset Status:  ☐ Hazardous Asset  
 Tag Number:  Profile ID:  [Chartfield Search Criteria](#)

**Acquisition Details**

PO Unit:  Receipt Unit:  AP Unit:  Project Unit:   
 PO No.:  Receipt No:  Voucher:  Project ID:

**Retrieve**

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset [Hint](#)

Drill-Down To:

Search Results - Select One Asset to Continue [Customize](#) [Find](#) [View All](#) [First](#) [1-3 of 8](#) [Last](#)

Asset ID	Description	Tag Number	Status	Category	Cost Type	Serial ID
00000000291	TO Prius 2001 W121 Licensing	2562	In Service			JT2BK12U810012562
000000001067	SUBARU WAGON 2002 - W223 Jones	09729	In Service			4S3BH635126309729
000000001090	GEM PASS 2002 W205 Decker	25314	In Service			5ASAG47492F025314
000000002281	SU Outback 2008 W230 Cox	000000002281	In Service			4S4BP60C687357196
000000002285	FO Escape 2008 W118 Austin	000000002285	In Service			1FMCU59H28KE43222

The Search Results are displayed. This search retrieved all assets in BU 01110 that are coded with a profile id of ELAPTOS. You can then click on any other tab to look at further information (Asset Cost Information/Acquisition Details/More).

## Search for an Asset by the Dept ID

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Favorites | Main Menu > Asset Management > Search for an Asset

### Search for an Asset

**Asset Search Criteria**

*Unit: 06120	Serial ID:	Parent ID:
Category:	Location:	Group ID:
Asset ID:	Asset Status: In Service	<input type="checkbox"/> Hazardous Asset
Tag Number:	Profile ID:	<a href="#">Chartfield Search Criteria</a>

**Acquisition Details**

PO Unit:	Receipt Unit:	AP Unit:	Project Unit:
PO No.:	Receipt No.:	Voucher:	Project ID:

**Retrieve**

☐ Cost Information   ☐ Acquisition Information   ☐ Location   ☐ Non Capital Asset   [Hint](#)

Click **Chartfield Search Criteria**

The Chartfield Search Criteria page will load.

Favorites | Main Menu > Asset Management > Search for an Asset

### Chartfield Search Criteria

Chartfields to Search by				
Fund Code	Department	Program	Class Field	Project



Enter **Dept ID**

- Enter appropriate dept id

Favorites Main Menu > Asset Management > Search for an Asset

### Chartfield Search Criteria

Chartfields to Search by				
Fund Code	Department	Program	Class Field	Project
<input type="text"/>	<input type="text" value="1110030000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

Click **OK**.

The Search for an Asset page will load.

Favorites Main Menu > Asset Management > Search for an Asset

### Search for an Asset

▼ Asset Search Criteria

*Unit: <input type="text" value="01110"/>	Serial ID: <input type="text"/>	Parent ID: <input type="text"/>
Category: <input type="text"/>	Location: <input type="text"/>	Group ID: <input type="text"/>
Asset ID: <input type="text"/>	Asset Status: <input type="text" value="In Service"/>	<input type="checkbox"/> Hazardous Asset
Tag Number: <input type="text"/>	Profile ID: <input type="text"/>	<a href="#">Chartfield Search Criteria</a>

Acquisition Details

PO Unit: <input type="text"/>	Receipt Unit: <input type="text"/>	AP Unit: <input type="text"/>	Project Unit: <input type="text"/>
PO No.: <input type="text"/>	Receipt No: <input type="text"/>	Voucher: <input type="text"/>	Project ID: <input type="text"/>

Retrieve

<input type="checkbox"/> Cost Information	<input type="checkbox"/> Acquisition Information	<input type="checkbox"/> Location	<input type="checkbox"/> Non Capital Asset	<a href="#">Hint</a>
-------------------------------------------	--------------------------------------------------	-----------------------------------	--------------------------------------------	----------------------

Search Clear

Click **Search**.

The Search Results are displayed.

Favorites Main Menu > Asset Management > Search for an Asset

### Search for an Asset

**Asset Search Criteria**

\*Unit: 01110 Serial ID: Parent ID: Category: Location: Group ID: Asset ID: Asset Status: In Service Hazardous Asset Tag Number: Profile ID: [Chartfield Search Criteria](#)

**Acquisition Details**

PO Unit: Receipt Unit: AP Unit: Project Unit: PO No.: Receipt No: Voucher: Project ID:

**Retrieve**

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset [Hint](#)

Search Clear Drill-Down To: --- Select Component --- GO

Search Results - Select One Asset to Continue Customize Find View All First 1-10 of 10 Last

Asset Information Asset Cost Information Acquisition Details More...

Asset ID	Description	Tag Number	Status	Category	Cost Type	Serial ID
000000000392	HP 9000N	F268	In Service	COMPE		JPBDP05664
000000000418	Savin C4535 MFP	F297	In Service	COMPD		K5160500099
000000000420	HP 4050dtn Printer	F300	In Service	COMPE		CNRXC86977
000000000421	HP 4050dtn Printer	F299	In Service	COMPE		CNRXG60720
000000000436	HP 4730 MFP	F312	In Service	COMPD		JPDLH11895
000000000449	Toshiba EStudio 3510c MFP	F325	In Service	COMPD		CVL717512
000000000456	Gateway E4000	F380	In Service	COMPE		0031633614
000000000465	Gateway E-4100	DOP-0163	In Service	COMPE		0033832827

This search retrieved all assets in BU 01110 that are coded with dept id of 1110000000. You can then click on any other tab to look at further information (Asset Cost Information/Acquisition Details/More).

# Add an Asset using Basic Add

**Possible situations when this function is used:** To add a new asset into Asset Management that does not have a split cost. For assets with split cost use the Add an Asset using Express Add exercise.

**Navigation:** Asset Management > Financial Management > Owned Assets > Basic Add

**Note:** Basic Add can be used to add both expensed and depreciable assets.

**To enter an expensed asset (value < \$5,000), you must use a category that ends in "E" and a profile id that begins with "E".**

**To enter a depreciable asset (value > \$5,000), you must use a category that ends in "D" and a profile id that begins with "D".**

The Find an Existing Value page will load.

Favorites > Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Basic Information

Find an Existing Value Add a New Value

Business Unit: p1110

Asset Identification: NEXT

Add

Click on the Add a New Value page. The Add a New Value page will load. Your default BU will appear in the Business Unit field. The Asset ID field will default as 'NEXT'.

Enter

## Business Unit

- Leave as default **or**

- Enter the appropriate business unit
- Asset ID Field**
- **Always** leave as default 'NEXT'

Click **Add**

The Asset Information Page loads.

Unit: 01110 Asset ID: NEXT Tag: In Service

**Asset Information**

Description:  Short Description:

CAP #:  Seq #:

☐ Taggable Asset Tag Number:

Asset Class:

\*Asset Status: In Service

Acquisition Date: 10/28/2011

Collateral Asset:

\*Acquisition Code: Purchased

FERC Code:

Financing Code:

Replacement Cost:  Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:  Book Page

Profile ID:

☐ Hazardous Asset [Hazardous Code Info...](#)

☐ Clustered Asset

☐ Capitalized Asset

☒ New Asset

☐ Composite Asset Asset ID:

☐ Replacement Asset Asset ID:

☐ Asset is Available Contact:

Phone #:

The asset status will default as In Service.

The Acquisition Date will default with the current date. The Acquisition Code will default as Purchased. The Parent/Child field will default as None. New Asset will be checked.

Enter the **Description**

- Enter a complete description of the asset
- A detailed description makes yearly inventory much easier and faster for your Department

*Example: Rather than "Computer Monitor", enter "Samsung SyncMaster912N Monitor"*

Click **Taggable Asset** only if the asset is a tangible asset. Please use the **Asset Management Procedure #1 & Intangible Asset Implementation Guide** to determine if the asset is taggable.

Enter **Tag Number**

- Enter the assigned unique tag number for the asset

Enter **Acquisition Date**

- This is the date the asset was acquired

Enter **Acquisition Code**

- Leave as default **or**
- Choose appropriate acquisition code

**Example: If the asset was donated, choose an acquisition code of "Donated"**

Enter **Profile ID**

- Choose the appropriate profile id

**Example: The Profile ID must begin with an "E" for an expensed asset; for a depreciable asset, the Profile ID must begin with "D".**

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

[Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

**Unit:** 01110    **Asset ID:** NEXT    **Tag:**    **In Service**

**Asset Information**

<b>Description:</b> Samsung SynMaster912N Monitor		<b>Short Description:</b> Samsung Sy	
<b>CAP #:</b> <input type="text"/>	<b>Seq #:</b> <input type="text"/>	<a href="#">Set R and D Info...</a>	
<input type="checkbox"/> Taggable Asset	<b>Tag Number:</b> <input type="text"/>	<input type="checkbox"/> Hazardous Asset <a href="#">Hazardous Code Info...</a>	
<b>Asset Class:</b> <input type="text"/>		<input type="checkbox"/> Clustered Asset	
<b>*Asset Status:</b> In Service		<input type="checkbox"/> Capitalized Asset	
<b>Acquisition Date:</b> 10/28/2011		<input checked="" type="checkbox"/> New Asset	
<b>Collateral Asset:</b> <input type="text"/>		<input type="checkbox"/> Composite Asset <b>Asset ID:</b> <input type="text"/>	
<b>*Acquisition Code:</b> Purchased		<input type="checkbox"/> Replacement Asset <b>Asset ID:</b> <input type="text"/>	
<b>FERC Code:</b> <input type="text"/>		<input type="checkbox"/> Asset is Available <b>Contact:</b> <input type="text"/>	
<b>Financing Code:</b> <input type="text"/>		<b>Phone #:</b> <input type="text"/>	
<b>Replacement Cost:</b> <input type="text"/>	<b>Last Update:</b> <input type="text"/>		
<b>Index Name:</b> <input type="text"/>			
<b>SubIndex Name:</b> <input type="text"/>			
<b>Parent/Child:</b> None	<b>Parent ID:</b> <input type="text"/>	<a href="#">Book Page</a>	
<b>Profile ID:</b> ECOMPUTER			

[Save](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Correct History](#)

Click on the Asset Acquisition Detail tab.

The Asset Acquisition Detail Page will load.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

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[Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

---

Unit: 01110    Asset ID: NEXT    Tag:    In Service

**Acquisition Details** Find | View All    First 1 of 1    Last

---

Description:     Base Currency: USD

System Source:

Incentive ID:

Quantity:     Currency: USD

Amount:     [Interfaces Info...](#)

Sales Tax:     Category:

Use Tax:     Cost Type:

Freight:     [Acquisition Detail Chartfields](#)

Misc. Amount:

Total Amount:

\*Capitalize:

---

**Capitalization Information**

Profile ID:     Default Book: ASSETS    Trans Date: 10/28/2011

Rate Type: CRRNT    ☐ Accum Depr in Current Pd    Acctg Date: 10/28/2011

Trans Code:

   Amount left to Capitalize: 0.00 USD    Quantity left to Capitalize: 1.0000

---

The quantity will default in as 1.0000. Currency defaults in as USD. Capitalize Status defaults as "To Be Capitalized".

**DO NOT MANUALLY CHANGE THIS FIELD.** The capitalization status will automatically change to the appropriate status once you click the yellow Capitalize button. No accounting entries will ever be created if this is changed. Also, Finance Accounting and Finance Technical Support will be required to be involved in correcting this error.

The Profile ID defaults in as what was entered on the Asset Information Page. The Rate Type defaults in as CRRNT. The Trans Date and Acctg Date both default in as the current date.

#### Enter the **Description**

- Enter a complete description of the asset
- A detailed description makes yearly inventory much easier and faster for your Department

Example: Rather than "Computer Monitor", enter "Samsung SyncMaster912N Monitor"

**Note: You may copy & paste from the Asset Information Page.**

Enter the **Quantity**

- **Always** leave as default '1.0000'

Enter the **Amount**

- Enter the appropriate cost of the asset

Enter **Trans Code** - (only for DONATED ASSETS) - **Select** "Donated"

Unit: 01110 Asset ID: NEXT Tag: In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: Samsung SyncMaster912N Monitor Base Currency: USD

System Source: Incentive ID: Quantity: 1.0000 Amount: 110.00 Currency: USD

Sales Tax: 0.00 Use Tax: 0.00 Freight: 0.00 Misc. Amount: 0.00

Total Amount: \$0.00 \*Capitalize: To be Capitalized

Interfaces Info... Category: Cost Type: Acquisition Detail Chartfields

Capitalization Information

Profile ID: Default Book: ASSETS Trans Date: 10/28/2011

Rate Type: CRRNT Accum Depr in Current Pd Acctg Date: 10/28/2011

Trans Code: Donated

Capitalize Amount left to Capitalize: 0.00 USD Quantity left to Capitalize: 1.0000

Save Add Update/Display Include History Correct History

Click on "Interfaces Info" link



The Acquisition Details Page loads.

Navigation: [Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

### Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text"/> <a href="#">PS/Accounts Payable Drilldown</a>
Voucher ID:	<input type="text"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
PO No.:	Receipt No:
PO Line:	Receipt Line:
Sched Num:	Ship Seq:
Distrib Line:	Distrib Ln:
Item ID:	

Project Cost Acquisition	
PC Bus Unit:	<a href="#">PS/Projects Drilldown</a>
Project:	
Activity:	
Source Type:	

OK Cancel

#### Enter AP Unit

- Enter appropriate AP Unit that the asset was purchased by

#### Enter Voucher ID

- Enter appropriate Voucher ID

#### Enter Vendor ID

- Enter the Vendor ID that the voucher was paid to

#### Enter Invoice Number

- Enter the Invoice Number that was paid by the voucher

#### Enter Invoice Date

- Enter the Invoice Date

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

### Acquisition Details

AP Unit:	01110	<a href="#">PS/Accounts Payable Drilldown</a>	Invoice Number:	1234test
Voucher ID:	00004937		Invoice Date:	8/1/11
Vchr Line:				
Distrib Line:				
Vendor ID:	0000000018	Riverside Motors		

Click **OK**

The Asset Acquisition Page loads.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

[Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

Unit: 01110 Asset ID: NEXT Tag: In Service

### Acquisition Details

Find | View All First 1 of 1 Last

Description:	Samsung SyncMaster912N Monitor			Base Currency:	USD
System Source:					
Incentive ID:					
Quantity:	1.0000			<a href="#">Interfaces Info...</a>	
Amount:	110.00	Currency:	USD	Category:	
Sales Tax:	0.00			Cost Type:	
Use Tax:	0.00			<a href="#">Acquisition Detail Chartfields</a>	
Freight:	0.00				
Misc. Amount:	0.00				
Total Amount:	\$110.00				
*Capitalize:	To be Capitalized				

### Capitalization Information

Profile ID:		Default Book:	ASSETS	Trans Date:	10/28/2011
Rate Type:	CRRNT	<input type="checkbox"/> Accum Depr in Current Pd		Acctg Date:	10/28/2011
				Trans Code:	Donated
<b>Capitalize</b>	Amount left to Capitalize:	110.00 USD	Quantity left to Capitalize:	1.0000	

[Save](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

**DO NOT MANUALLY CHANGE THIS FIELD.** The capitalization status will automatically change to the appropriate status once you click the yellow capitalize button. (If this gets changed, the asset will never create accounting

entries. Also, Finance Accounting and Finance Technical Support will be required to be involved in correcting this error.)

### Enter **Category**

- Enter the appropriate category. (The category will update to match the Profile ID (E or D), if entered correctly.)

**Note:** The category must be associated with the profile id that was entered on the Asset Information Page. The system will automatically correct the category if entered incorrectly by the user.

An expensed asset (value < \$5,000) must have a Category that ends in "E".  
A depreciable asset (value > \$5,000) must have a Category that ends in "D".

Unit: 01110 Asset ID: NEXT Tag: In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: Samsung SyncMaster912N Monitor Base Currency: USD

System Source: [Dropdown]

Incentive ID: [Text]

Quantity: 1.0000

Amount: 110.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc. Amount: 0.00

Total Amount: \$110.00

\*Capitalize: To be Capitalized

Interfaces Info...

Category: COMPE

Cost Type: [Text]

Acquisition Detail Chartfields

Capitalization Information

Profile ID: [Text]

Rate Type: CRRNT

Default Book: ASSETS

Accum Depr in Current Pd [Checkbox]

Trans Date: 10/28/2011

Acctg Date: 10/28/2011

Trans Code: Donated

Capitalize

Amount left to Capitalize: 110.00 USD

Quantity left to Capitalize: 1.0000

Save Add Update/Display Include History Correct History

Click on Acquisition Detail Chartfields link

The Acquisition Detail Chartfields Page loads.

The screenshot shows a web application interface with a breadcrumb trail at the top: Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add. Below the trail is the title 'Acquisition Detail Chartfields'. The form contains five input fields, each with a magnifying glass icon to its right: 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:'. At the bottom of the form are two buttons: 'OK' and 'Cancel'.

Enter **Chartfield Information**

- Enter appropriate chartfield information for the asset

**\*\* Chartfield information MUST be added at this point. Once you click OK or Cancel the Chartfield information that you entered (or didn't enter) cannot be changed at a later time during the asset addition. This will result in the need to do a transfer to update the asset with the correct chartfield information at a later time.**

This screenshot shows the same 'Acquisition Detail Chartfields' form, but with data entered into the first two fields. The 'Fund Code:' field now contains '10000' and the 'Department:' field contains '1110003000'. The other fields ('Program Code:', 'Class Field:', and 'Project:') remain empty. The 'OK' and 'Cancel' buttons are still at the bottom.

Click **OK**

The Asset Acquisition Detail Page loads.

Navigation: Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: NEXT Tag: In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: Samsung SyncMaster912N Monitor Base Currency: USD

System Source: [Dropdown]

Incentive ID: [Field]

Quantity: 1.0000

Amount: 110.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc. Amount: 0.00

Total Amount: \$110.00

\*Capitalize: To be Capitalized

Interfaces Info... Category: COMPE Cost Type: [Field]

Acquisition Detail Chartfields

Capitalization Information

Profile ID: ECOMPUTER Default Book: ASSETS Trans Date: 10/28/2011

Rate Type: CRRNT Accum Depr in Current Pd Acctg Date: 10/28/2011

Trans Code: Donated

Capitalize Amount left to Capitalize: 110.00 USD Quantity left to Capitalize: 1.0000

Save Add Update/Display Include History Correct History

### Enter Trans Date

- This date is equal to the date the asset was acquired

**Note: This date should equal the date that was entered on the Asset Information Page. The date that was entered on the Asset Information Page will NOT default into the Asset Acquisition Detail Page and HAS to be entered manually in this step.**

### Enter Acctg Date

- Always** leave as the current date default

\*Capitalize: To be Capitalized

---

**Capitalization Information**

Profile ID: ECOMPUTER Default Book: ASSETS Trans Date: 10/28/2011  
 Rate Type: CRRNT Accum Depr in Current Pd Acctg Date: 10/28/2011  
 Trans Code: Donated

Capitalize Amount left to Capitalize: 110.00 USD Quantity left to Capitalize: 1.0000

Save Add Update/Display Include History Correct History

Click **Capitalize**

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian

Unit: 01110 Asset ID: NEXT Tag: In Service

**Acquisition Details** Find View All First 1 of 1 Last

Description: Samsung SyncMaster912N Monitor  
 System Source:  
 Incentive ID:  
 Quantity: 1.0000  
 Amount: 110.00 Currency: USD  
 Sales Tax: 0.00  
 Use Tax: 0.00  
 Freight: 0.00  
 Misc. Amount: 0.00  
 Total Amount: \$110.00  
 \*Capitalize: To be Capitalized

Base Currency: USD  
 Interfaces Info...  
 Category: COMPE  
 Cost Type:  
 Acquisition Detail Chartfields

**Capitalization Information**

Profile ID: ECOMPUTER Default Book: ASSETS Trans Date: 10/28/2011  
 Rate Type: CRRNT Accum Depr in Current Pd Acctg Date: 10/28/2011  
 Trans Code: Donated

Amount left to Capitalize: 110.00 USD Quantity left to Capitalize: 1.0000

**Asset & Cost Information** Find First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	110.00 USD	0.00 USD

Category: COMPE Cost Type: Accum Depr: YTD Depr: USD  
 Fund: 10000 Dept: 1110003000 Program: Class: Project:

Capitalize and Profile ID is grayed out. Chartfield information should default in from what was entered in the Acquisition Detail Chartfield section above.

Click on the Location/Comments/Attributes tab.  
 The Location/Comments/Attributes page loads.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

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[Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

Unit: 01110    Asset ID: NEXT    Tag:    In Service

Location
 Find | View All    First 1 of 1 Last

Effective Date: 
 Effective Sequence:

Location:

Address:
 

City:
 

County:
 

State:
 

Country:
 

Geocode:
 

Location Detail:

#### Authorization

Status: Not Auth.

Date:

Name:

#### Comments

#### Physical Attributes

#### Image

Save

Add

Update/Display

Include History

Correct History

The Effective Date defaults in as the acquisition date. The Authorization Status defaults in as Not Auth.

### Enter Location Code

- Enter the appropriate location code (must begin with "A").

### Enter Location Detail

- Enter detailed information regarding the location of the asset  
*Example: 2<sup>ND</sup> FLOOR*

**Note: This field is not required; however, it can be useful during year-end inventory.**

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Basic Add](#)

---

[Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

**Unit:** 01110    **Asset ID:** NEXT    **Tag:**    **In Service**

**Location**
[Find](#) | [View All](#)    First 1 of 1 Last

**Effective Date:**     **Effective Sequence:**

**Location:**     Colchester Ave

**Address:** Colchester Ave

**City:** Burlington

**County:**    **Jurisdiction:**

**State:** VT    Vermont    **Sector:**

**Country:** USA    United States    **Postal:** 05405

**Geocode:**

**Location Detail:**

**Building:**

**Floor #:**    **Longitude:**

**Room#:**    **Latitude:**

**Authorization**

**Status:**     **Date:**

**Name:**

▶ **Comments**

▶ **Physical Attributes**

▶ **Image**

**Save**    **Add**    **Update/Display**    **Include History**    **Correct History**

Click **Save**



Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: 00000000469 Tag: In Service

Location Find | View All First 1 of 1 Last

Effective Date: 10/28/2011 Effective Sequence:

Location: ABRLCOLAVE Colchester Ave

Address: Colchester Ave

City: Burlington

County: State: VT Vermont Jurisdiction: Sector: Postal: 05405

Country: USA United States

Geocode: Location Detail: 1ST FLOOR

Building: Floor #: Longitude: Room#: Latitude:

Authorization

Status: Not Auth. Date:

Name:

Comments

Physical Attributes

Image

Save Add Update/Display Include History Correct History

Asset Basic Add has been saved. An Asset ID will be assigned in the upper left side of the page.

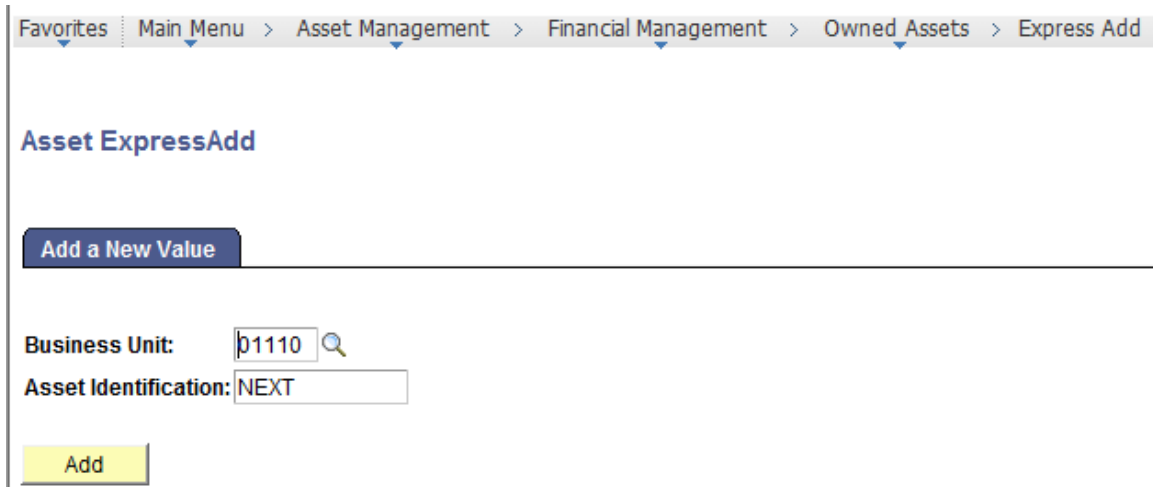
**Add an Asset using Basic Add is now complete**

# Add an Asset using Express Add

**Possible situations when this function is used:** To add a new asset into Asset Management or to add an asset with split cost.

**Navigation:** Asset Management > Financial Management > Owned Assets > Express Add

**NOTE:** Express Add can be used to add both expensed and depreciable assets.



The Add a New Value page will load. Your default BU will appear in the Business Unit field. The Asset ID field will default as 'NEXT'.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

**Asset ID Field**

- **Always** leave as default 'NEXT'

Click **Add**

The Cost/Asset Information Page loads.

Cost / Asset Information

Asset Information

Unit: 01110 Asset ID: NEXT

Profile ID:

Description:

Location:

Tag Number:

☐ Accum Depr in Current Pd

Trans Date: 10/28/2011

Acctg Date: 10/28/2011

Trans Code:

Currency: USD

Rate Type: CRRNT

Asset Cost Information

Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	0.00 USD	0.00 USD

Category:  Cost Type:  Accum Depr: 0.00 YTD Depr: 0.00 USD

Fund:  Dept:  Program:  Class:  Project:

Asset Additional Information

The Trans Date and Acctg Date will default in as the current date. The Currency defaults to USD. The Rate Type defaults to CRRNT. The Quantity defaults to 1.0000.

#### Enter **Profile ID**

- Choose the appropriate Profile ID

**Example: The Profile ID must begin with an "E" for an expensed asset. The Profile ID must begin with a "D" for a depreciable asset.**

#### Enter **Description**

- Enter a complete description of the asset
- A detailed description makes yearly inventory much easier and faster for your Department

*Example: Rather than "Car", enter "2008 Chevrolet Impala"*

#### Enter **Location Code**

- Enter the appropriate location code. (It must begin with "A".)

**Note:** If this is a Donated asset, you must select a **Trans Code** of "Donated"

Enter **Tag Number**

- Enter the assigned unique tag number for the asset

Enter **Trans Date**

- This date is equal to the date the asset was acquired

Enter **Acctg Date**

- **Always** leave as the current date default

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Express Add

**Cost / Asset Information**

**Asset Information**

Unit: 01110      Asset ID: NEXT

Profile ID: DCARS      Trans Date: 08/25/11

Description: 2012 Chevy silverado      Acctg Date: 10/28/2011

Location: ABARRCLAND Barre      Trans Code:      Currency: USD      Rate Type: CRRNT

Tag Number: 1234TESTTAG      ☐ Accum Depr in Current Pd

**Asset Cost Information** Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	0.00 USD	0.00 USD

Category Cost Type Accum Depr YTD Depr

0.00  0.00 USD **Default Profile**

Fund Dept Program Class Project

▶ Asset Additional Information

Save Notify Add

Click on **Default Profile**

In the Asset Cost Information section, the Category will populate with the category that is linked to the Profile ID that was entered on the Cost/Asset Information Page. In the Asset Additional Information section, the Asset Class will default. The Asset Status will default to In Service. The Acquisition Date will default to the Trans Date that was entered on the Cost/Asset Information Page. The Acquisition Code will default to Purchased. Parent/Child will default to None. Taggable Asset and Capitalized Asset will be checked.

#### Enter **Amount**

- Enter the appropriate cost of the asset

#### Enter **Chartfield Information**

- Enter appropriate chartfield information for the asset

**If this is a split cost asset, click the blue + button to add an additional row of Asset Cost Information. Repeat the above two steps for the new row.**

**Note:** The combined quantity of all Asset Cost Information rows must total 1.0000. (Example: If row 1 = .7500 the row 2 must = .2500)

**Note:** The combined cost of all Asset Cost Information rows must total the full cost of the asset.

Asset Cost Information						Find   View All	First	1 of 1	Last
Book Name	Quantity	Cost	Salvage						
ASSETS	1.0000	34,000.00 USD	0.00 USD						
Category	Cost Type	Accum Depr	YTD Depr						
VEHD		0.00	0.00 USD						
Fund	Dept	Program	Class	Project					
10000	1110003000								

Asset Additional Information	
CAP #:	Seq #:
Serial ID:	
Asset Class:	CARS
*Asset Status:	In Service
FERC Code:	
Acquisition Date:	08/25/2011
Collateral Asset:	
Parent/Child:	None
	Parent ID:
<input type="checkbox"/> Hazardous Asset <input checked="" type="checkbox"/> Taggable Asset <input checked="" type="checkbox"/> Capitalized Asset <input type="checkbox"/> Composite Asset	

Click **Save**

Asset Express Add has been saved. The Asset ID has been assigned.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Express Add](#)

Cost / Asset Information		Depreciation Information	Tax Information
Asset Information			
Unit:	01110	Asset ID:	000000000470
Profile ID:	DCARS	Trans Date:	08/25/2011
Description:	2012 Chevy silverado	Acctg Date:	10/28/2011
Location:	ABARRCLAND Barre	Trans Code:	
Tag Number:	1234TESTAG	Currency:	USD
<input type="checkbox"/> Accum Depr in Current Pd		Rate Type:	CRRNT

Asset Cost Information		Find   View All	First	1 of 1	Last
Quantity	Cost	Salvage			

**Navigation:** Asset Management>Financial Management>Owned Assets>Basic Add

Click on the Asset Acquisition Detail Page. The Asset Acquisition Detail Page will load.

Unit: 01110 Asset ID: 000000000470 2012 Chevy silverado Tag: 1234TESTTAG In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: 2012 Chevy silverado Base Currency: USD

System Source: [dropdown]

Incentive ID: [empty]

Quantity: 1.0000

Amount: 34,000.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc. Amount: 0.00

Total Amount: \$34,000.00

\*Capitalize: Already Capitalized

Interfaces Info...

Category: VEHD

Cost Type: [empty]

Acquisition Detail Chartfields

Save Return to Search Add Update/Display Include History Correct History

Click on **Interfaces Info** link

The Acquisition Details Page loads.

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

### Acquisition Details

Payables Acquisition	
AP Unit: <input type="text"/>	<a href="#">PS/Accounts Payable Drilldown</a> Invoice Number: <input type="text"/>
Voucher ID: <input type="text"/>	Invoice Date: <input type="text"/>
Vchr Line: <input type="text"/>	
Distrib Line: <input type="text"/>	
Vendor ID: <input type="text"/>	

Purchasing	Receiving
PO Unit: <input type="text"/>	BU Recv: <input type="text"/>
<a href="#">PS/Purchasing Drilldown</a>	<a href="#">PS/PO Receiving Drilldown</a>
PO No.: <input type="text"/>	Receipt No: <input type="text"/>
PO Line: <input type="text"/>	Receipt Line: <input type="text"/>
Sched Num: <input type="text"/>	Ship Seq: <input type="text"/>
Distrib Line: <input type="text"/>	Distrib Ln: <input type="text"/>
Item ID: <input type="text"/>	

Project Cost Acquisition
PC Bus Unit: <input type="text"/>
<a href="#">PS/Projects Drilldown</a>
Project: <input type="text"/>
Activity: <input type="text"/>
Source Type: <input type="text"/>

OK Cancel

Enter **AP Unit**

- Enter appropriate AP Unit that the asset was purchased by

Enter **Voucher ID**

- Enter appropriate Voucher ID

Enter **Vendor ID**

- Enter the Vendor ID that the voucher was paid to

Enter **Invoice Number**

- Enter the Invoice Number that was paid by the voucher

Enter **Invoice Date**

- Enter the Invoice Date



Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

### Acquisition Details

Payables Acquisition	
AP Unit:	01110 <a href="#">PS/Accounts Payable Drilldown</a>
Voucher ID:	00001436
Vchr Line:	
Distrib Line:	
Vendor ID:	0000096424
Invoice Number:	1234Invoice
Invoice Date:	10/3/11

Purchasing	Receiving
PO Unit:	BU Recv:
PO No.:	Receipt No:
PO Line:	Receipt Line:
Sched Num:	Ship Seq:
Distrib Line:	Distrib Ln:
Item ID:	

Project Cost Acquisition
PC Bus Unit:
Project:
Activity:
Source Type:

OK Cancel

Click OK

The Asset Acquisition Detail page loads.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000470 2012 Chevy silverado Tag: 1234TESTAG In Service

### Acquisition Details

Find | View All First 1 of 1 Last

Description:	2012 Chevy silverado	Base Currency:	USD
System Source:			
Incentive ID:			
Quantity:	1.0000		
Amount:	34,000.00	Currency:	USD
Sales Tax:	0.00	Category:	VEHD
Use Tax:	0.00	Cost Type:	
Freight:	0.00		
Misc. Amount:	0.00		
Total Amount:	\$34,000.00		
*Capitalize:	Already Capitalized		

Interfaces Info... Acquisition Detail Chartfields

Save Return to Search Add Update/Display Include History Correct History

Click Save

**Add an Asset using Express Add has been completed**

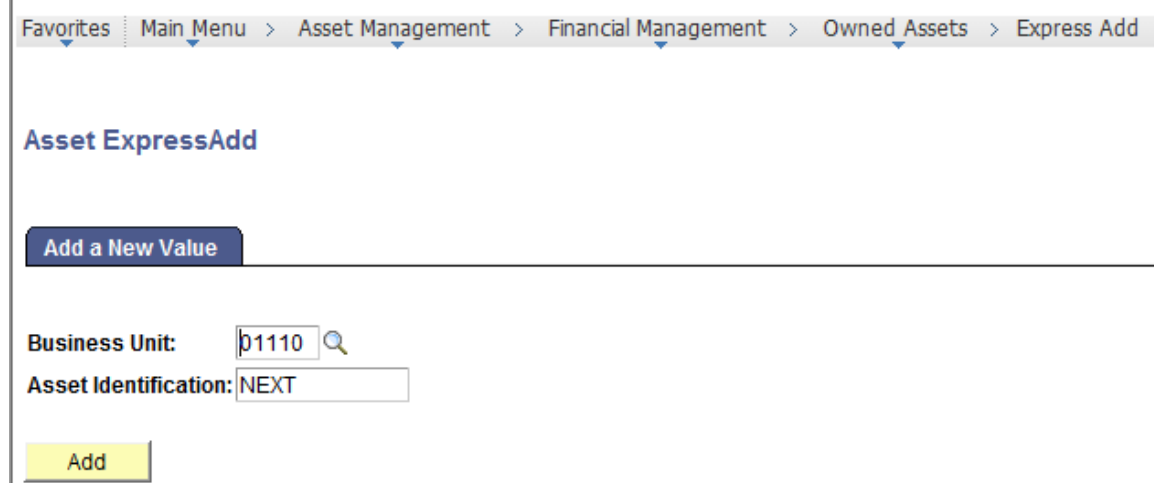
# Add a New Expensed Asset using Express Add & Use the Copy Function

**Possible situations when this function is used:** To add multiple assets into Asset Management with the same information, with the exception of tag number.

**Note:** All asset information that is entered in the first asset will be copied into all other assets.

**Navigation:** Asset Management > Financial Management > Owned Assets > Express Add

The Add a New Value page will load.



Your default BU will appear in the Business Unit field. The Asset ID field will default as 'NEXT'.

Enter

**Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

**Asset ID Field**

- **Always** leave as default 'NEXT'

Click **Add**

The Cost/Asset Information Page loads.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Express Add

**Cost / Asset Information**

**Asset Information**

Unit: 01110      Asset ID: NEXT

Profile ID:       Trans Date: 10/28/2011

Description:       Acctg Date: 10/28/2011

Location:       Trans Code:

Tag Number:       Currency: USD

☐ Accum Depr in Current Pd      Rate Type: CRRNT

**Asset Cost Information**      Find | View All      First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	0.00 USD	0.00 USD

Category:       Cost Type:       Accum Depr: 0.00      YTD Depr: 0.00 USD      Default Profile

Fund:       Dept:       Program:       Class:       Project:

**Asset Additional Information**

Save      Notify      Add

The Trans Date and Acctg Date will default as the current date. The Currency defaults to USD. The Rate Type defaults to CRRNT. The Quantity defaults to 1.0000.

Enter **Profile ID**

- Choose the appropriate profile id

**Note: The Profile ID must begin with an "E" for an expensed asset. The Profile ID must begin with a "D" for a depreciable asset.**

Enter **Description**

- Enter a complete description of the asset
- A detailed description makes yearly inventory much easier and faster for your Department

*Example: Rather than "Laptop", enter "Dell Latitude E6400"*

Enter **Location Code**

- Enter the appropriate location code. (It must begin with "A".)

**Note: If this is a Donated asset select a **Trans Code** of "Donated"**

Enter **Tag Number**

- Enter the assigned unique tag number for the asset

Enter **Trans Date**

- This date is equal to the date the asset was acquired

Enter **Acctg Date**

- **Always** leave as the current date default

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Express Add

---

**Cost / Asset Information**

---

**Asset Information**

Unit:	01110	Asset ID:	NEXT
Profile ID:	ELAPTOPS	Trans Date:	08/1/2011
Description:	Dell Inspiron	Acctg Date:	10/28/2011
Location:	AMTP109ST 109 State St.	Trans Code:	
Tag Number:	FM7878	Currency:	USD
<input type="checkbox"/> Accum Depr in Current Pd		Rate Type:	CRRNT

---

**Asset Cost Information** Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	0.00 USD	0.00 USD
Category	Cost Type	Accum Depr	YTD Depr
		0.00	0.00 USD
Fund	Dept	Program	Class

Default Profile

---

Asset Additional Information

Save Notify Add

Click **Default Profile**

In the Asset Cost Information section, Category will populate with the category that is linked to the Profile ID that was entered on the Cost/Asset Information Page.

The screenshot shows two sections of a software application. The top section, titled "Asset Cost Information", contains fields for Book Name (ASSETS), Quantity (1.0000), Cost (0.00 USD), and Salvage (0.00 USD). Below these are fields for Category (COMPE), Cost Type, Accum Depr (0.00), YTD Depr (0.00 USD), Fund, Dept, Program, Class, and Project. The bottom section, titled "Asset Additional Information", contains fields for CAP #, Seq #, Serial ID, Asset Class (LAPTOPS), \*Asset Status (In Service), FERC Code, Acquisition Date (08/01/2011), \*Acquisition Code (Purchased), Collateral Asset, Parent/Child (None), and Parent ID. There are also checkboxes for Hazardous Asset, Taggable Asset, Capitalized Asset, and Composite Asset. Links for "Set R and D Info..." and "Hazardous Code Info..." are present. At the bottom are "Save", "Notify", and "Add" buttons.

In the Asset Additional Information section:

- Asset Class will default.
- The Asset Status will default to In Service.
- Acquisition Date will default to the Trans Date that was entered on the Cost/Asset Information Page.
- Acquisition Code will default to Purchased.
- Parent/Child will default to None.
- Taggable Asset and Capitalized Asset will be checked.

Enter **Cost**

- Enter the appropriate cost of the asset

Enter **Chartfield Information**

- Enter appropriate chartfield information for the asset

**Asset Cost Information** Find | View All First 1 of 1 Last

Book Name ASSETS	Quantity 1.0000	Cost 2500.00 USD	Salvage 0.00 USD
Category COMPE	Cost Type 	Accum Depr 0.00	YTD Depr 0.00 USD
Fund 10000	Dept 1110000000	Program 	Class Project

**▼ Asset Additional Information**

CAP #: <input type="text"/>	Seq #: <input type="text"/>	<a href="#">Set R and D Info...</a>
Serial ID: <input type="text"/>	<input type="checkbox"/> Hazardous Asset <a href="#">Hazardous Code Info...</a> <input checked="" type="checkbox"/> Taggable Asset <input checked="" type="checkbox"/> Capitalized Asset <input type="checkbox"/> Composite Asset	
Asset Class: LAPTOPS		
*Asset Status: In Service		
FERC Code: <input type="text"/>		
Acquisition Date: 08/01/2011	*Acquisition Code: Purchased	
Collateral Asset: <input type="text"/>		
Parent/Child: None	Parent ID: <input type="text"/>	

Click **Save**

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Express Add](#)

---

[Cost / Asset Information](#) | [Depreciation Information](#) | [Tax Information](#)

---

**Asset Information**

Unit: 01110      **Asset ID:** 00000000471  
 Profile ID: ELAPTOPS      Trans Date: 08/01/2011  
 Description: Dell Inspiron      Acctg Date: 10/28/2011  
 Location: AMTP109ST 109 State St.      Trans Code:   
 Tag Number: FM7878      Currency: USD  
☐ Accum Depr in Current Pd      Rate Type: CRRNT

---

**Asset Cost Information** Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	2,500.00 USD	0.00 USD

Category: COMPE      Cost Type: ☐      Accum Depr: 0.00      YTD Depr: 0.00 USD  
 Fund: 10000      Dept: 1110000000      Program:      Class:      Project:

---

**Asset Additional Information**

CAP #:      Seq #:      [Set R and D Info...](#)  
 Serial ID:      ☐ Hazardous Asset [Hazardous Code Info...](#)  
 Asset Class: LAPTOPS      ☒ Taggable Asset  
 \*Asset Status: In Service      ☒ Capitalized Asset  
 FERC Code:      ☐ Composite Asset  
 Acquisition Date: 08/01/2011      \*Acquisition Code: Purchased  
 Collateral Asset:      Parent/Child: None      Parent ID:

[Save](#) [Notify](#) [Add](#)

Asset Express Add has been saved. An Asset ID will be assigned in the upper left side of the page.

**Navigation:** Financial Management > Owned Assets > Basic Add

Asset Information panel loads.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000471 Dell Inspiron Tag: FM7878 In Service

**Asset Information**

Description: Dell Inspiron Short Description: Dell Inspi

CAP #: Seq #: [Set R and D Info...](#)

☒ Taggable Asset Tag Number: FM7878 ☐ Hazardous Asset [Hazardous Code Info...](#)

Asset Class: LAPTOPS Laptops ☐ Clustered Asset

\*Asset Status: In Service ☒ Capitalized Asset

Acquisition Date: 08/01/2011 ☒ New Asset

Collateral Asset: ☐ Composite Asset Asset ID:

\*Acquisition Code: Purchased ☐ Replacement Asset Asset ID:

FERC Code:  ☐ Asset is Available Contact:

Financing Code:  Phone #:

Replacement Cost:  Last Update:  ☒

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:  [Book Page](#)

Profile ID: ELAPTOPS

Click on the Asset Acquisition Detail tab. The Asset Acquisition Detail Page will load.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000471 Dell Inspiron Tag: FM7878 In Service

**Acquisition Details** Find | View All First 1 of 1 Last

Description: Dell Inspiron Base Currency: USD

System Source:

Incentive ID:

Quantity: 1.0000

Amount: 2,500.00 Currency: USD

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc. Amount: 0.00

Total Amount: \$2,500.00

\*Capitalize: Already Capitalized

[Interfaces Info...](#)

Category: COMPE

Cost Type:

[Acquisition Detail Chartfields](#)

Click on "Interfaces Info"



The Acquisition Details page loads.

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

### Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text"/> <a href="#">PS/Accounts Payable Drilldown</a>
Voucher ID:	<input type="text"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
PO No.:	Receipt No:
PO Line:	Receipt Line:
Sched Num:	Ship Seq:
Distrib Line:	Distrib Ln:
Item ID:	

Project Cost Acquisition
PC Bus Unit:
Project:
Activity:
Source Type:

OK Cancel

Enter **AP Unit**

- Enter appropriate AP Unit that the asset was purchased by

Enter **Voucher ID**

- Enter appropriate Voucher ID

Enter **Vendor ID**

- Enter the Vendor ID that the voucher was paid to

Enter **Invoice Number**

- Enter the Invoice Number that was paid by the voucher

Enter **Invoice Date**

- Enter the Invoice Date

## Acquisition Details

Payables Acquisition	
AP Unit:	01110 <a href="#">PS/Accounts Payable Drilldown</a> Invoice Number: D76543
Voucher ID:	00001526  Invoice Date: 10/28/11
Vchr Line:	
Distrib Line:	
Vendor ID:	0000014122

Purchasing	Receiving
PO Unit:	BU Recv: <a href="#">PS/PO Receiving Drilldown</a>
PO No.:	Receipt No:
PO Line:	Receipt Line:
Sched Num:	Ship Seq:
Distrib Line:	Distrib Ln:
Item ID:	

Project Cost Acquisition
PC Bus Unit: <a href="#">PS/Projects Drilldown</a>
Project:
Activity:
Source Type:

OK Cancel

Click **OK**

The Asset Acquisition Detail tab loads.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000471 Dell Inspiron Tag: FM7878 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description:	Dell Inspiron			Base Currency:	USD
System Source:	<input type="text"/>				
Incentive ID:	<input type="text"/>				
Quantity:	1.0000				
Amount:	2,500.00	Currency:	USD	<a href="#">Interfaces Info...</a>	Category: COMPE
Sales Tax:	0.00			Cost Type:	<input type="text"/>
Use Tax:	0.00				
Freight:	0.00			<a href="#">Acquisition Detail Chartfields</a>	
Misc. Amount:	0.00				
Total Amount:	\$2,500.00				
*Capitalize:	Already Capitalized				

Save | Return to Search | Add | Update/Display | Include History | Correct History

Click **Save**

Asset Accounts Payable information (Interfaces Info) has been saved.

**Navigation:** Financial Management > Owned Assets > Copy Existing Asset

The Create Asset Copies page loads.

Favorites > Main Menu > Asset Management > Financial Management > Owned Assets > Copy Existing Asset

**Create Asset Copies**

Business Unit: 01110 Trans Date: 10/28/2011  
Original Asset ID: 000000000471 Dell Inspiron Acctg Date: 10/28/2011  
\*Currency: USD \*Rate Type: CRRNT Trans Code:  
Num of Asset Copies to create: 1 **Create Assets**

**Asset Copy Options**

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost  
☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info

**Asset**

\*Asset ID: NEXT Description: Parent ID:  
☒ Taggable Asset Tag Number: Serial ID:

**Book** Find | View All First 1 of 1 Last

Book: ASSETS Asset Book Base Currency: USD

Cost Customize | Find | View All First 1 of 1 Last

Quantity	Cost	Salvage Value	Category	CT
1.0000	2,500.00	USD	0.00	USD COMPE

**Save** **Return to Search** **Notify** **Refresh**

The Create Asset Copies page loads. The original Asset ID & original Description will default in. The Trans Date and Acctg Date will default as the current date. The Currency defaults as USD. The Rate Type defaults as CRRNT. Num of Asset Copies to Create defaults to 1. Asset ID defaults to NEXT.

All Asset Copy Options are selected except for Asset Non Capitalized Cost. All other fields default in as the information in the original asset.

Enter **Number of Asset Copies to Create**

- Enter appropriate number of assets to be copied  
**Example:** If you need 11 assets in all, only enter 10 in this field.

Enter **Trans Date**

- This date is equal to the date the asset was acquired

Enter **Acctg Date**

- Always** leave as the current date default

**Note:** If this is a **Donated** asset, select **Trans Code** of "Donated"

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Copy Existing Asset

Create Asset Copies

Business Unit: 01110 Trans Date: 08/1/2011 [BT]

Original Asset ID: 000000000471 Dell Inspiron Acctg Date: 10/28/2011 [BT]

\*Currency: USD [BT] \*Rate Type: CRRNT [BT] Trans Code: [v]

Num of Asset Copies to create: 3 Create Assets

Asset Copy Options

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost

☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info

Asset

\*Asset ID: NEXT Description: Parent ID: [v]

☒ Taggable Asset Tag Number: Serial ID:

Book Find | View All First 1 of 1 Last

Book: ASSETS Asset Book Base Currency: USD

Cost Customize | Find | View All First 1 of 1 Last

Cost Chartfields [v]

Quantity	Cost	Salvage Value	Category	CT
1.0000	2,500.00	USD	0.00	USD COMPE [v]

Save Return to Search Notify Refresh

Click **Create Assets**

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Owned Assets](#) > [Copy Existing Asset](#)

**Create Asset Copies**

Business Unit: 01110  
 Original Asset ID: 000000000471 Dell Inspiron  
 \*Currency: USD \*Rate Type: CRRNT  
 Num of Asset Copies to create: 3 [Create Assets](#)

Trans Date: 08/01/2011  
 Acctg Date: 10/28/2011  
 Trans Code:

**Asset Copy Options**

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost  
☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info

**Asset**

\*Asset ID: NEXT Description: Parent ID:  
☒ Taggable Asset Tag Number: Serial ID:

**Book** Find | View All First 1 of 1 Last

Book: ASSETS Asset Book Base Currency: USD  
 Cost Customize | Find | View All First 1 of 1 Last  
 Cost Chartfields

Quantity	Cost	Salvage Value	Category	CT
1.0000	2,500.00	USD 0.00	USD COMPE	

\*Asset ID: NEXT2 Description: Parent ID:  
☒ Taggable Asset Tag Number: Serial ID:

**Book** Find | View All First 1 of 1 Last

Book: ASSETS Asset Book Base Currency: USD  
 Cost Customize | Find | View All First 1 of 1 Last  
 Cost Chartfields

Quantity	Cost	Salvage Value	Category	CT
1.0000	2,500.00	USD 0.00	USD COMPE	

\*Asset ID: NEXT3 Description: Parent ID:

The Asset section will open up the same number of asset entry sections as were entered for Num of Asset Copies to create.

Enter **Description** for each

- Enter a complete description of the asset
- A detailed description makes yearly inventory much easier and faster for your Department

**Example:** Rather than "Laptop Computer", enter "Dell Latitude E6400"

Enter **Tag Number** for each

- Enter the assigned unique tag number for the asset

Enter **Serial ID** for each

- Enter the Serial ID associated with each asset

**Note:** This is not a required field, but it is very useful during year end inventory.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Copy Existing Asset

---

**Create Asset Copies**

Business Unit: 01110 Trans Date: 08/01/2011  
Original Asset ID: 000000000471 Dell Inspiron Acctg Date: 10/28/2011  
\*Currency: USD \*Rate Type: CRRNT  
Num of Asset Copies to create: 3 [Create Assets](#) Trans Code:

**Asset Copy Options**

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost  
☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info

**Asset**

\*Asset ID: NEXT Description: Dell Inspiron Parent ID:   
☒ Taggable Asset Tag Number: FM7502 Serial ID:

**Book** [Find](#) | [View All](#) First 1 of 1 Last

Book: ASSETS Asset Book Base Currency: USD

**Cost** [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

**Cost** [Chartfields](#) [PDF](#)

Quantity	Cost	Salvage Value	Category	CT
1.0000	2,500.00	USD 0.00	USD COMPE	<input type="checkbox"/>

Click **Save**

Asset IDs are assigned for each new asset.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Copy Existing Asset

**Create Asset Copies**

Business Unit: 01110  
Original Asset ID: 000000000471 Dell Inspiron  
\*Currency: USD \*Rate Type: CRRNT  
Num of Asset Copies to create: 3 [Create Assets](#)  
Trans Date: 08/01/2011  
Acctg Date: 10/28/2011  
Trans Code:

**Asset Copy Options**

☒ Asset Acquisition Info ☒ Asset Comments ☒ Asset License/Register Info ☐ Asset Non Capitalized Cost  
☒ Asset Attributes Info ☒ Asset Lease Info ☒ Asset Maintenance Info ☒ Asset Warranty Info

**Asset**

\*Asset ID: 000000000472 Description: Dell Inspiron Parent ID:  
☒ Taggable Asset Tag Number: FM7502 Serial ID:

**Book** Find | View All First 1 of 1 Last  
Book: ASSETS Asset Book Base Currency: USD  
Cost Customize | Find | View All | First 1 of 1 Last  
Cost Chartfields  
Quantity Cost Salvage Value Category CT  
1.0000 2,500.00 USD 0.00 USD COMPE

**Asset**

\*Asset ID: 000000000473 Description: Exp Laptops Parent ID:  
☒ Taggable Asset Tag Number: FM7501 Serial ID:

**Book** Find | View All First 1 of 1 Last  
Book: ASSETS Asset Book Base Currency: USD  
Cost Customize | Find | View All | First 1 of 1 Last  
Cost Chartfields

**Add a New Expensed Asset using Express Add & use the Copy Function is now complete.**



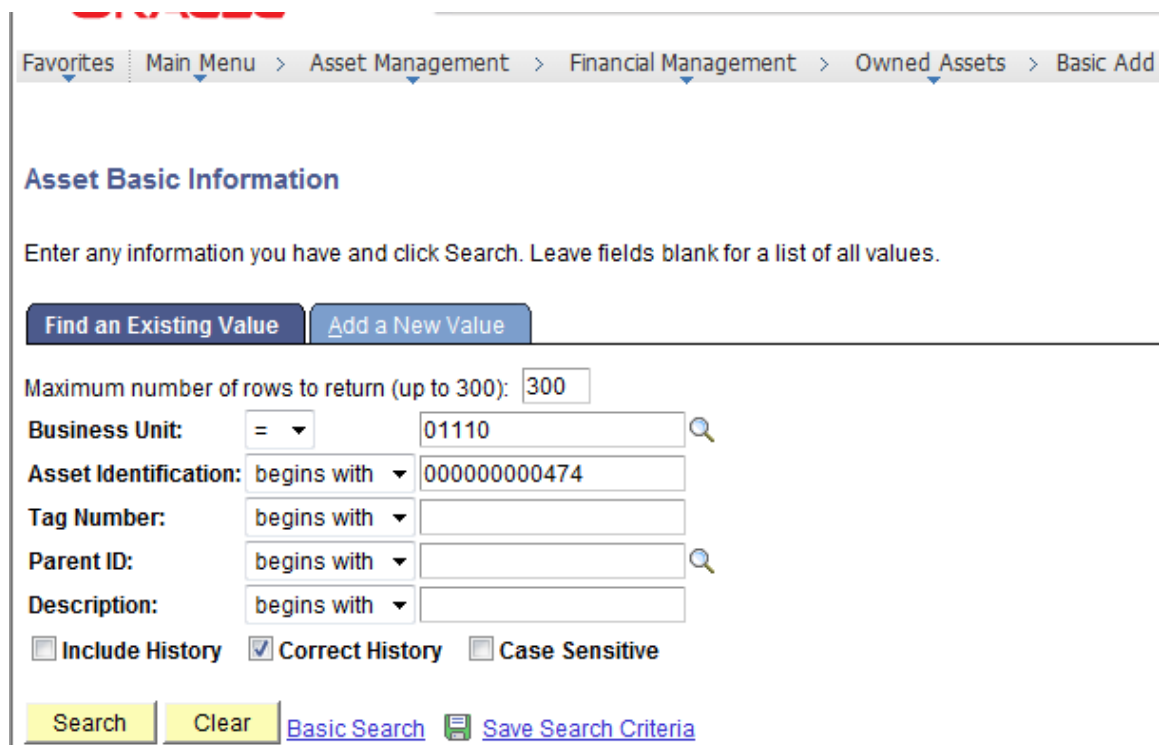
# Update Asset Information

## (Location, Description, Tag Number, Serial ID, etc.)

**Navigation:** Asset Management > Financial Management > Owned Assets > Basic Add

**NOTE:** Some of these fields are effective dated and others are not. We advise you to always click on the "Correct History" when making these types of changes to an asset.

Asset Basic Information page loads with Find an Existing Value tab open.



Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID** or **Tag Number**

Click on "**Correct History**" box

Click **Search**

The asset loads with the **Asset Information** tab open.

These fields can be updated on the Asset Information page:

- Description
- Tag Number
- Asset Class
- Acquisition Date
- Acquisition Code

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

**Asset Information**

Description: Exp Laptops Short Description: Exp Laptop

CAP #: Seq #:

☒ Taggable Asset Tag Number: FM6502

Asset Class: LAPTOPS Laptops

\*Asset Status: In Service

Acquisition Date: 08/01/2011

Collateral Asset:

Acquisition Code: Purchased

FERC Code:

Financing Code:

Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:

Profile ID: ELAPTOPS

☐ Hazardous Asset [Set R and D Info...](#)

☐ Clustered Asset [Hazardous Code Info...](#)

☒ Capitalized Asset

☒ New Asset

☐ Composite Asset Asset ID:

☐ Replacement Asset Asset ID:

☐ Asset is Available Contact:

Phone #:

Save Return to Search Add Update/Display Include History Correct History

Click on **Asset Acquisition Detail** tab.

Here you can update: **Description** (Must match the description entered on the previous tab)

Asset Acquisition Detail

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Acquisition Details

Description: Exp Laptops

System Source:

Incentive ID:

Quantity: 1.0000

Base Currency: USD

Interfaces Info.

In the Asset Acquisition Detail section, you can click on **Interfaces Info** and make necessary changes to the AP information (AP unit, Invoice Number, Invoice Date, Vendor ID, and Voucher ID).

Payables Acquisition

AP Unit: 01110 PS/Accounts Payable Drilldown Invoice Number: D76543

Voucher ID: 00001526 Invoice Date: 10/28/2011

Vchr Line:

Distrib Line:


Vendor ID: 0000014122 Dell Computer Corp

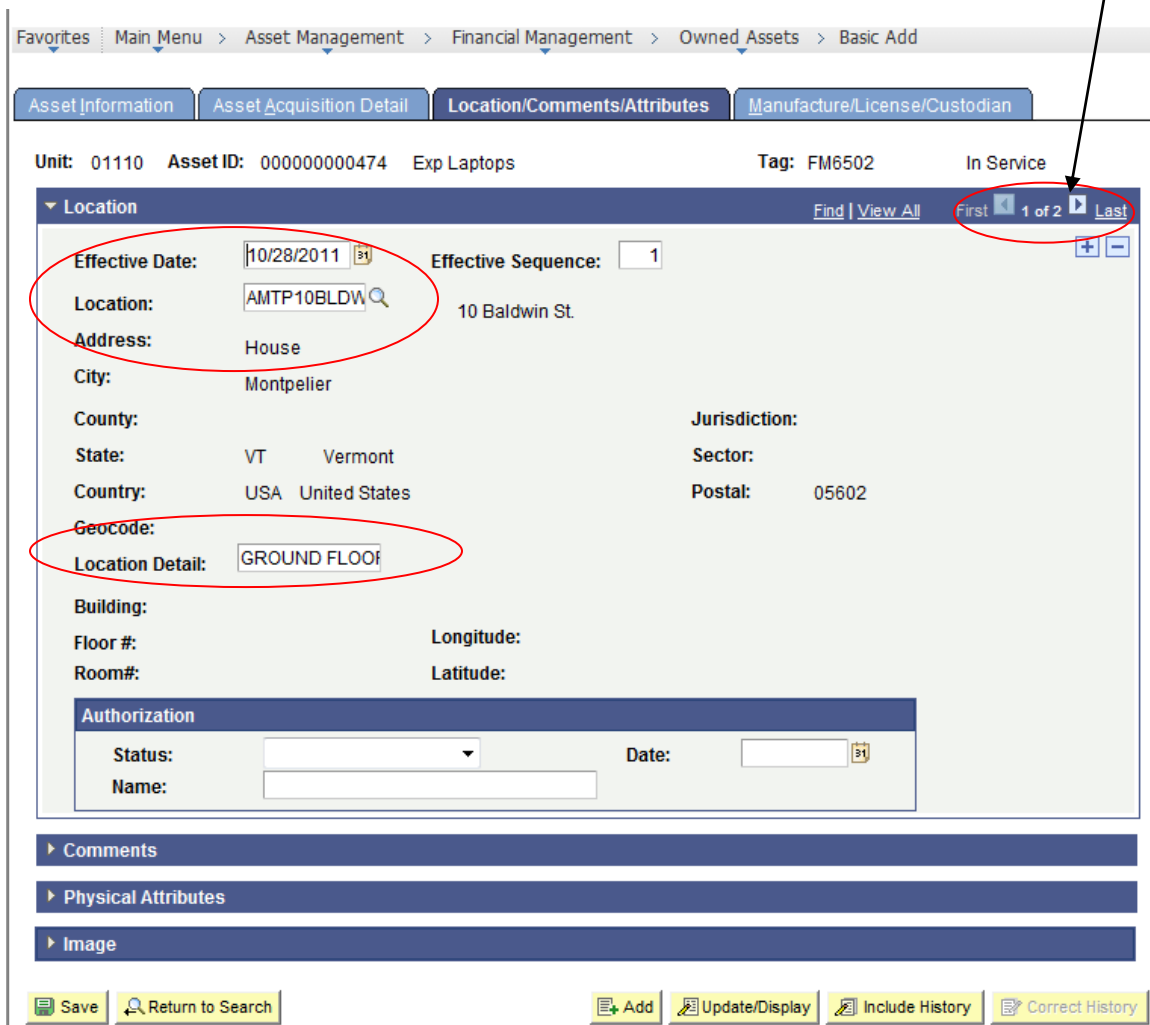
Click **OK**

Asset Acquisition Detail tab opens back up.

Click on **Location/Comments/Attributes** tab. Here you can update the following items:

- **Effective Date** (must match **Trans Date** on the Asset Information tab)
- **Location**
- **Location Detail**

Click on the  to add a new Location page. You will see the 1 of 1 change to 1 of 2. Enter the effective date, Location and Location Detail for this change in asset location.



Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Location Find | View All First 1 of 2 Last

Effective Date: 10/28/2011 Effective Sequence: 1

Location: AMTP10BLDW 10 Baldwin St.

Address: House

City: Montpelier

County:

State: VT Vermont

Country: USA United States

Jurisdiction:

Sector:

Postal: 05602

Geocode:

Location Detail: GROUND FLOOR

Building:

Floor #:

Room #:

Longitude:

Latitude:

Authorization

Status: Date:

Name:

Comments

Physical Attributes

Image

Save Return to Search Add Update/Display Include History Correct History

Click on **Manufacturer/License/Custodian** tab. Here you can update the Serial ID, Manufacturer Name, Model, etc., if dictated by your Department.


Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information Asset Acquisition Detail Location/Comments/Attributes **Manufacture/License/Custodian**

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service


▼ Manufacturer Information

Serial ID:

Manufacturer Name:  

Model:

Product Version:

Production Date:  

Plant:

Contact:

► License Information

After you make the necessary changes on each of the tabs, click **Save**

**Update Asset Information is now complete.**

# Enter an Asset Related Voucher

**Situations when this function is used:** Entering an Asset related voucher is similar to creating a Regular Voucher with the addition of entering the asset related information within the asset tab of the distribution area. Voucher distribution lines containing Asset Management information are passed directly to the Asset Management module via the Asset Management /AP interface processes.

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

**Voucher**

**Find an Existing Value** **Add a New Value**

Business Unit: 01110

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Your default BU will appear in the Business Unit field. Voucher ID will default as NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

## Enter **Business Unit**

- Leave as user default or

- Enter appropriate business unit

#### Enter **Vendor ID**

- Enter the vendor number and be sure to include all of the zero's and tab out of the field. Short Vendor Name, Vendor Location, and Address Sequence Number populate

**Note:** If you need to search for a vendor use the following navigation: Vendors > Vendor Information > Add/Update > Vendor. Please see the 'Looking Up Vendors' exercise in the Accounts Payable Manual starting on page 14.

#### Enter **Invoice Number**

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a "PY")

**Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.**

Enter **Invoice Date:** As per the vendor's invoice


#### Enter **Gross Invoice Amount**

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry


**Voucher**


Find an Existing Value | Add a New Value


---


Business Unit: 01110 


Voucher ID: NEXT

Voucher Style: Regular Voucher 


Short Vendor Name: STAPLES#16-001 

Vendor ID: 0000003393 

Vendor Location: SINGLE 

Address Sequence Number: 1 

Invoice Number:

Invoice Date: 10/20/11 

Gross Invoice Amount:

Estimated No. of Invoice Lines: 1

Add

Click **Add**

The Invoice Information page loads.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

**Invoice Information** Payments Voucher Attributes

**Business Unit:** 01110  
**Voucher ID:** NEXT  
**Voucher Style:** Regular

**Vendor:** 0000003393  
**Name:** STAPLES#16-001  
**Location:** SINGLE  
**\*Address:** 1  
Staples #166  
861 Williston Rd  
S Burlington, VT 05403

**Invoice Number:**  
**Invoice Date:** 10/20/2011  
**Misc. Amount:**  
**Freight Amount:**

**Total:** 200.00  
**Balance:** 0.00

[Non Merchandise Summary](#)  
[Comments](#)

The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in: Accounting Date = current date, Currency = USD, Distribute by = Amount, Ship To = default ship to location for your Business Unit & GL Unit defaults in.

Scroll down the screen and the Invoice Lines box can be seen.

[Advanced Vendor Search](#)

**\*Pay Terms:** Net 30  
**Control Group:**

**Basis Dt Type:** Invoice Date  
**Accounting Date:** 10/31/2011  
**\*Currency:** USD

**Action:** Run

**Copy from a Source Document**  
**PO Unit:** **Purchase Order:** **Copy PO** **Worksheet Copy Option:** None

**Invoice Lines** Find View All First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						200.00

**Ship To:** PFMMTP01 **SpeedChart:** ☐ Use One Asset ID

**Distribution Lines** Customize Find View All First 1 of 1 Last

GL ChartFields 1	GL ChartFields 2	Exchange Rate	Statistics	Assets	GL					
Amount	Quantity	*GL Unit	*Account	Fund	Department	Program	Class	Project	Affiliate	OpenItem
1	200.00		01110							

Save Notify Refresh Add Update/Display

## Enter **Line Description**

- Enter the description of what you are paying the invoice for



Enter **Quantity**

- Enter the number of items on the invoice

Enter **Account Number**

- Enter the account number or
- Click on the magnifying glass to select from the list

Enter **Fund**

- Enter the fund or
- Click on the magnifying glass to select from the list

Enter **Dept ID**

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter **Program** (If used by your department)

Enter **Class** (If used by your department)

Enter **Project/Grant** (If used by your department)

Copy from a Source Document

PO Unit:  Purchase Order:  **Copy PO** Worksheet Copy Option: None

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Example 1				200.00

Ship To:  SpeedChart:  ☐ Use One Asset ID

Distribution Lines

Customize | Find | View All | **Assets** | ERP

Amount	Quantity	*GL Unit	*Account	Fund	Department	Program	Class	Project	Affiliate	OpenItem
200.00	1.0000	01110	522600	10000	1110003000					

Click on the **Assets Tab**

Assets tab opens.

The screenshot shows the 'Copy from a Source Document' window. At the top, there are fields for 'PO Unit', 'Purchase Order', and a 'Copy PO' button. Below this is the 'Invoice Lines' section with a table showing one line item. Underneath the invoice lines is the 'Distribution Lines' section, which has tabs for 'GL ChartFields 1', 'GL ChartFields 2', 'Exchange Rate', 'Statistics', and 'Assets'. The 'Assets' tab is selected, and an arrow points to the 'Use One Asset ID' checkbox, which is currently unchecked.

Click on **Use One Asset ID**

- Assigns a single Asset ID to multiple distribution lines

Click on the **Asset checkbox**

This screenshot is similar to the previous one, but now the 'Use One Asset ID' checkbox is checked. An arrow points to the 'Asset' checkbox in the first row of the 'Distribution Lines' table, which is currently unchecked. The table has columns for 'Asset', 'Business Unit', 'Profile ID', 'Asset ID', 'Sequence Number', and 'Cost Type'.

New boxes open to enter asset information.

Enter the **Asset Management Business Unit**

- Enter the AM Business Unit or
- Click on the magnifying glass and select from the list

Enter the **Asset Profile ID**

- This field determines the depreciation of the asset. Profile ID that starts with "E" is used for items with cost less than \$5,000. Profile ID that starts with "D" is used for items with a cost of \$5,000 or more.

Leave **Asset ID** as “NEXT”

- This allows the AM system to assign the next appropriate asset\_id for the given Business Unit.

Copy from a Source Document

PO Unit:  Purchase Order:  **Copy PO** Worksheet Copy Option:

Invoice Lines Find | View All | First 1 of 1 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Example 1				200.00

Ship To:  SpeedChart:  ☒ Use One Asset ID

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input checked="" type="checkbox"/>	01110	ELAPTOPS	NEXT	1	

Click **Save**

The warning message below will appear if entering in \$5000.00 or more.

**Message**

You have entered an item valued at \$5,000 or more. Should you have documented this item as an asset? If so, please fill in the related asset information.

**OK** **Cancel**

Click **OK**

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 01110  
Voucher ID: 00004988  
Voucher Style: Regular

Vendor: 0000003393  
Name: STAPLES#16-001  
Location: SINGLE  
\*Address: 1

Staples #166  
861 Williston Rd  
S Burlington, VT 05403

Invoice Number: Example 12345  
Invoice Date: 10/20/2011

Misc. Amount:  
Freight Amount:

Total: 6,000.00  
Balance: 0.00

[Non Merchandise Summary](#)

Voucher is saved and a Voucher ID number has been assigned. Batch processes are currently run manually by Financial Operations to put the asset information entered on the voucher into the Asset Management module. It may take up to 3 business days for the processes to be completed and the asset to be created in Asset Management.

**The asset will need to be updated in Asset Basic Add to include required information that does not flow in from the Accounts Payable module such as Tag #, Location ID as well as any other information the department chooses to add.** Follow the exercise in this manual to Update Asset Information.

**Enter an Asset Related Voucher is now complete**

# Enter a Capital Lease Asset

**NOTE:** Before entering a capital lease into VISION, you will need a Lease Agreement, including interest rates and principal amounts. The Department also needs prior approval before entering into a Capital Lease. For information and guidance for leasing office or other equipment go to: [http://aoa.vermont.gov/sites/aoa/files/SecMemo/10-13-2005 Capital vs Operating Lease.pdf](http://aoa.vermont.gov/sites/aoa/files/SecMemo/10-13-2005%20Capital%20vs%20Operating%20Lease.pdf)

This guidance document also defines a Capital Lease. Capital Leases must be for a period of time exceeding twelve (12) months and meet at least one of the following criteria:

- Lease Term is greater than 75% of the asset's estimated economic life;
- Lease contains an option to purchase the asset for less than fair market value;
- Ownership of the asset is transferred to the lessee at the end of the lease term; and/or
- Present value of the lease payments equals or exceeds 90% of the asset's fair value.

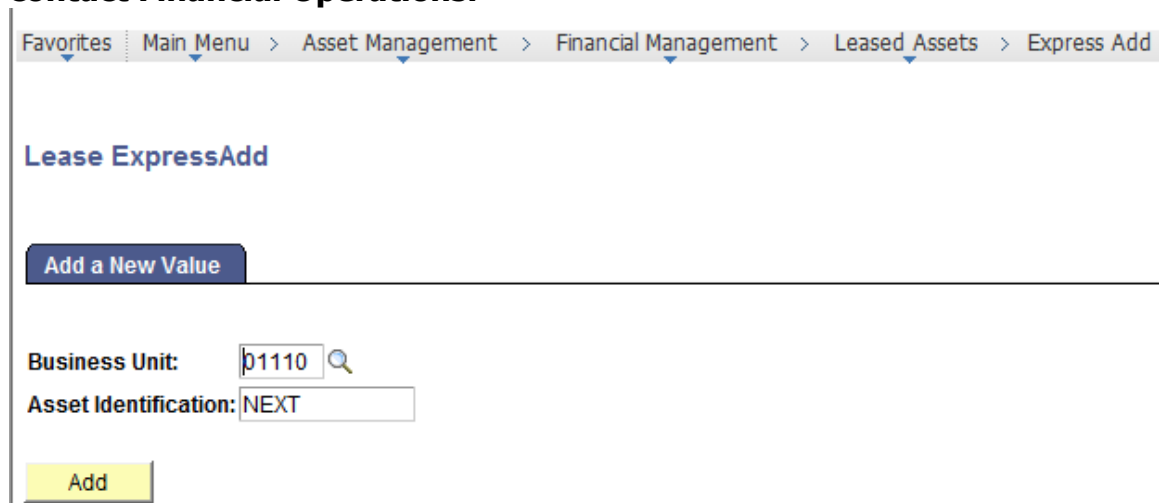
**Note:** Prior to entering a Capital Lease into VISION, determine the lease inception date. If this date is in a prior period/month you must contact Financial Operations.

**Navigation:**

*Asset Management > Financial Management > Leased Assets > Express Add*

The Lease ExpressAdd page will load. Your default BU will appear in the Business Unit field.

**Note:** Prior to entering a Capital Lease into VISION, determine the lease inception date. If this date is in a prior period/month you must contact Financial Operations.



The Asset ID field will default in as '**NEXT**'; leave as default.


Click **Add**

The Definition tab of the Asset page will load. The Trans Date and Acctg Date will default as the current date. The Currency defaults to USD. The Rate Type defaults to CRRNT. The Lease Payment Type defaults as Arrears. The Lease Type defaults as Capital.



Favorites | Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition | Cost | Step Lease Payment | Payment Schedule


Unit: 01110      Asset ID: NEXT


Profile ID:  

Description:



CAP #:   Seq #:  

Tag Number:

Trans Date: 10/31/2011 

Acctg Date: 10/31/2011 

Trans Code:

Currency: USD  Rate Type: CRRN 

▶ Lease Information

Lease Term

Lease Term:  Periods

Estimated Life:  Periods

Interest Rate (%):

Borrowing Rate(%):

Payment Schedule ID:

Fair Market Value: 0.00

Guaranteed Residual Value: 0.00

☐ BPO

☐ BRO

☐ Transfer Ownership end lease

☐ Step lease

Minimum Rental Payment (MRP): 0.00

Minimum Lease Payments (MLP): 0.00

Present Value Lease Payments: 0.00

Capitalized Lease Amount: 0.00

Interim Rent (Monthly): 0.00


☐ Capitalize Interim Rent

Calculate

Lease Payment Type

☐ Advance ☒ Arrears

Lease Type


☒ Capital ☐ Operating 

Save | Notify | Refresh | Add

Select the Profile ID. Click on the magnifying glass next to the Profile ID to view the available choices.

To look up the Profile ID, put "CPLS" in the field and click Look Up. This will return all Capital Leased Asset Profile IDs.

*You must use a Profile ID that begins with CPLS.*

Look Up 

Look Up Profile ID

Search by: Asset Profile ID begins with

Look Up | Cancel | Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Asset Profile ID	Description	Capitalized Asset
CPLSBLDG	Capital Leased Buildings	Y
CPLSEQUIP	Capital Leased Equipment	Y

Select the appropriate **Profile ID**.

Type in a **Description**. Enter a complete description of the asset.

Enter the **Tag Number**. Enter the assigned, unique, tag number for asset.

Enter the **Trans Date**. This date is equal to the date the asset was acquired (lease inception date).

**NOTE: If the lease inception date is not in the current period, please contact Financial Operations for specific instructions on how to enter this capital lease correctly.**

Enter the **Acctg Date**. Always leave as the current date default.

Click on the down arrow for **Trans Code** and select the appropriate code. Typically you will use "**Add**" for a newly leased asset.

Favorites Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition	Cost	Step Lease Payment	Payment Schedule
Unit: 01110	Asset ID: NEXT		
Profile ID: CPLSEQUIP		Trans Date: 10/19/2011	
Description: Example		Acctg Date: 10/31/2011	
CAP #:	Seq #:	Trans Code: Add	
Tag Number: 124556		Currency: USD	Rate Type: CRRN
▶ Lease Information			

Click on Lease Information

In the **Lease Information** section, enter the **Lease ID**.

- This field is not required, but is very useful.

Enter the **Vendor ID**.

- This field is not required, but is very useful.



Favorites Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition Cost Step Lease Payment **Payment Schedule**

Unit: 01110 Asset ID: NEXT

Profile ID: CPLSEQUIP Trans Date: 10/19/2011

Description: Example Acctg Date: 10/31/2011

CAP #: Seq #: Trans Code: Add

Tag Number: 124556 Currency: USD Rate Type: CRRN

▼ Lease Information

Lease ID: Color Printer 34666 Acceptance Date:

Vendor ID: 0000188028 Receipt Date:

Vendor Contact: Lease End Date:

Responsibility:

Comment:

### Enter the **Lease Term**

- Enter the appropriate lease term, in months. This must be the number of months for the lease. Do not enter this as the number of quarters or years.

### Enter the **Interest Rate**

- Enter the appropriate interest rate. Make sure this information is part of the lease agreement from the vendor before signing it.

### Choose the **Payment Schedule ID**

- Select the **General Payment Schedule**

### Enter the **Fair Market Value**

- Enter the appropriate fair market value. Make sure this information is part of the lease agreement from the vendor before signing it.

### Enter the **Minimal Rental Payment**

- Enter the appropriate minimal rental payment. If your lease is a quarterly lease, be sure to enter the rental payment as a monthly amount and NOT a quarterly amount.

Lease Term	
Lease Term:	<input type="text"/> Periods
Estimated Life:	<input type="text"/> 36 Periods
Interest Rate (%):	<input type="text"/>
Borrowing Rate(%):	<input type="text"/>
Payment Schedule ID:	<input type="text"/>
Fair Market Value:	<input type="text"/> 0.00
Guaranteed Residual Value:	<input type="text"/> 0.00
<input type="checkbox"/> BPO <input type="checkbox"/> BRO <input type="checkbox"/> Transfer Ownership end lease <input type="checkbox"/> Step lease	
Minimum Rental Payment (MRP):	<input type="text"/> 0.00
Minimum Lease Payments (MLP):	5,249.88
Present Value Lease Payments:	5,249.80
Capitalized Lease Amount:	5,249.80
Interim Rent (Monthly):	<input type="text"/> 0.00
<input type="checkbox"/> Capitalize Interim Rent	<input type="button" value="Calculate"/>
<b>Lease Payment Type</b> <input type="radio"/> Advance <input checked="" type="radio"/> Arrears	
<b>Lease Type</b> <input checked="" type="radio"/> Capital <input type="radio"/> Operating <input type="button" value="Verify"/>	

Click on the **Calculate** button.

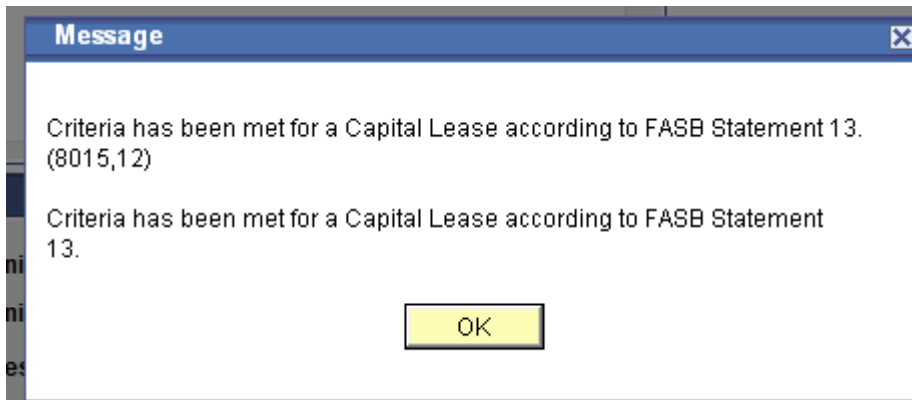
Lease Term	
Lease Term:	<input type="text"/> 36 Periods
Estimated Life:	<input type="text"/> 36 Periods
Interest Rate (%):	<input type="text"/> 3.190
Borrowing Rate(%):	<input type="text"/>
Payment Schedule ID:	<input type="text"/> General Payment Schedule
Fair Market Value:	<input type="text"/> 5,000.00
Guaranteed Residual Value:	<input type="text"/> 0.00
<input type="checkbox"/> BPO <input type="checkbox"/> BRO <input type="checkbox"/> Transfer Ownership end lease	
Minimum Rental Payment (MRP):	<input type="text"/> 145.83
Minimum Lease Payments (MLP):	5,249.88
Present Value Lease Payments:	5,000.17
Capitalized Lease Amount:	5,000.00
Interim Rent (Monthly):	<input type="text"/> 0.00
<input type="checkbox"/> Capitalize Interim Rent	<input type="button" value="Calculate"/>
<b>Lease Payment Type</b> <input type="radio"/> Advance <input checked="" type="radio"/> Arrears	
<b>Lease Type</b> <input checked="" type="radio"/> Capital <input type="radio"/> Operating <input type="button" value="Verify"/>	

The **Estimated Life** defaults in as the Lease Term (previously entered).

**Minimum Lease Payments** and **Present Value Lease Payments** will default in as calculated by the system.

**Capitalized Lease Amount** defaults as Fair Market Value.

Click **Verify**. This Warning Message will appear:



Click **OK**.  
Click on the **Cost** tab.

Favorites | Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition | **Cost** | Step Lease Payment | Payment Schedule

Unit: 01110 Asset ID: NEXT Example Status: In Service

Lease Book: ASSETS Asset Book Currency: USD

Asset Cost Information Customize | Find | First 1 of 1 Last

Quantity	Cost	Salvage Value	Category	CT
1.0000	5,249.80 USD	0.00 USD		

The **Cost** page will load. The asset **Description** and **Cost** will default.

Click on the **Chartfields** tab.

Favorites | Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition | Cost | Step Lease Payment | **Payment Schedule**

Unit: 01110 Asset ID: NEXT Example Status: In Service

Lease Book: ASSETS Asset Book Currency: USD

Asset Cost Information Customize | Find | First 1 of 1 Last

Fund	Dept	Program	Class	Project

Enter the appropriate **Chartfield** information.

Click on the **Payment Schedule** tab.

Favorites | Main Menu > Asset Management > Financial Management > Leased Assets > Express Add

Definition Cost Step Lease Payment **Payment Schedule**

Unit: 01110 Asset ID: NEXT Example Status: In Service

Lease Book: ASSETS Asset Book Currency: USD

Payment Schedule							
	Payment Date	Payment Total		Interest Expense	Obligation Reduction	Payment Type	
1	11/01/2011	145.83	USD	0.00	145.83	N	
2	12/01/2011	145.83	USD	0.00	145.83	N	
3	01/01/2012	145.83	USD	0.00	145.83	N	
4	02/01/2012	145.83	USD	0.00	145.83	N	
5	03/01/2012	145.83	USD	0.00	145.83	N	
6	04/01/2012	145.83	USD	0.00	145.83	N	
7	05/01/2012	145.83	USD	0.00	145.83	N	
8	06/01/2012	145.83	USD	0.00	145.83	N	

Save Notify Refresh Add

The **Payment Schedule** page loads. The Payment Date, Interest Expense and Obligation Reduction default in as calculated by the system based on the Trans Date that was previously entered. The Payment Total column equals the Minimum Rental Payment previously entered.

*Note: Above the **Payment Type** column, the page only shows lines 1-8 of 36 for the payment schedule. If you click on View All, the page will load all lines of the payment schedule. **The Payment Schedule information should never be updated unless instructed by Financial Operations.***

Click **Save**.

This Warning Message may appear (depending on the terms previously entered):

Warning -- FMV = 5000, and NPV = 5000.17. You should change the interest rate and recalculate the payment schedule (8015,30)

FMV is < the Net Present Value. FMV is used as the capitalized lease amount.

You should change the interest rate and recalculate the lease amortization schedule. The lease obligation amount should be the same as the FMV (FASB 13).

OK Cancel

Click **OK**.

The Capital Lease has been saved.

An **Asset ID** will be assigned in the upper left hand corner of the page.

**Enter a Capital Lease Asset is now complete**

# Adjust the Cost of an Asset

**Possible situations when this function is used:** To adjust the cost of an asset that is currently in Asset Management, due to revaluation. To adjust the cost of an asset that was originally entered into Asset Management with an incorrect cost.

**VISION Asset Management allows for assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM. The chartfield information is considered a transfer in AM.**

**Only one type of adjustment can be done at a time. For example: If an asset was in the system with an incorrect cost and incorrect Dept ID, the cost would need to be adjusted and saved, then the Dept ID would need to be transferred and saved in two separate transactions.**

**Navigation:** Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)

## Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

Maximum number of rows to return (up to 300):

Business Unit:	=	<input type="text" value="01110"/>	
Asset Identification:	begins with	<input type="text"/>	
Tag Number:	begins with	<input type="text"/>	
Parent ID:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	
Asset Status:	=	<input type="text"/>	

☐ Include History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

Click **Search**

The Main Transaction page loads.

Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

**Main Transaction**

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/31/2011   ☒ Copy Changes to Other Books

Accounting Date: 10/31/2011

Transaction Code:

Rate Type: CRRNT

Action: -- Select Action --

**Copy to Other Books Options**

Transfer Other Books by: Amount

Adjust Other Books by: Amount

Include Convention: Exclude

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **"In Service" will show in upper right hand corner of page.**

Enter the **Transaction Date**

- This date is equal to the date that the adjustment should take place

Select **Action**

- Choose Adjustment

Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

**Main Transaction**

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/20/11   ☒ Copy Changes to Other Books

Accounting Date: 10/31/2011

Transaction Code:

Rate Type: CRRNT

Action: Adjustment

**Copy to Other Books Options**

Transfer Other Books by: Amount

Adjust Other Books by: Amount

Include Convention: Exclude

Click **Go**

The Cost Information Page loads.

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Book Name: ASSETS Asset Book Base Currency: USD Convention: **Mid-Month**

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE		01110

Fund: 22005 Dept: 1110003000 Program: Class: Project:

Adjust Current Row By: USD Apply

All current cost information defaults in.

**\*\*CHANGE THE CONVENTION TO MID-MONTH\*\***

Adjust the Cost

- Change the existing cost field to equal what the cost should be  
**For example:** If the cost is currently \$2,500 and should be \$2,250, change the amount of \$2,500 to \$2,250.

OR

- Enter an adjustment in the "Adjust All Rows By" row  
**For example:** If the cost is currently \$2,500 and should be \$2,250, enter -\$250 in the "Adjust All Rows By" row, in the cost field.

**Note: An adjustment amount should only be placed on ONE field. Only one field can be used at a time.**

Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction | Cost Information

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service [Change Location](#)

Book [Find](#) | View All First 1 of 1 Last

Book Name: ASSETS Asset Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information

Adjust All Rows By: Percent:  Quantity:  Cost:  Curr: USD [Apply](#) [+](#) [-](#)

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	2250.00	0.00	COMPE		01110

Fund Dept Program Class Project

10000 1110000000

Adjust Current Row By:  USD [Apply](#) [↺](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

Click **Apply**

Asset Cost adjustment has been applied.

Click **Save**

Asset cost adjustment has been saved.

The adjustment does not show on the asset if you go to Basic Add to view the asset. To see the adjustment you made to the asset:

**Navigation:** Asset Management > Financial Management > History > Review Cost

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id



Favorites | Main Menu > Asset Management > Financial Management > History > Review Cost

### Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Business Unit: =

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

## Click Search

Favorites | Main Menu > Asset Management > Financial Management > History > Review Cost

**Cost History List** **Cost History Detail** **Non Cap History List** **Non Cap History Detail**

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

**Book** [Find](#) | [View All](#) First  of 1  Last

Book Name: ASSETS Asset Book Currency: USD

Total Cost: 2,250.00

[Customize](#) | [Find](#) | [View All](#) First  1-2 of 2  Last

Cost	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	10/28/2011	ADD		1.0000	2,500.00	<a href="#">Detail</a>
2	10/31/2011	ADJ			-250.00	<a href="#">Detail</a>

**Save** **Return to Search** **Notify**

**Adjust the Cost of an Asset is now complete**

# Adjust the Quantity of an Asset

**Possible situations when this function is used:** To adjust the quantity of an asset that was loaded through Accounts Payable with an incorrect quantity. To adjust the quantity of an asset that was manually entered into Asset Management with an incorrect quantity.

**Note:** Each asset in VISION should have a quantity equal to 1.000.

VISION Asset Management allows for assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM. The chartfield information is considered a transfer in AM. Only one type of adjustment can be done at a time.

**For example:** If an asset was in the system with an incorrect cost and incorrect Dept ID, the cost would need to be adjusted and saved, then the Dept ID would need to be transferred and saved in two separate transactions.

**Navigation:** Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

**Asset Cost Adjust/Transfers**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Business Unit: = 01110

Asset Identification: begins with 000000000474

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

☐ Include History ☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Click **Search**

The Main Transaction Page loads.

Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

---

**Main Transaction**

---

Unit: 01110   Asset ID: 000000000474   Exp Laptops   Tag: FM6502   In Service

Transaction Date: 10/31/2011	<input checked="" type="checkbox"/> Copy Changes to Other Books
Accounting Date: 10/31/2011	<b>Copy to Other Books Options</b>
Transaction Code:	Transfer Other Books by: Amount
Rate Type: CRRNT	Adjust Other Books by: Amount
	Include Convention: Exclude
Action: -- Select Action --	GO

Save   Return to Search   Notify   Update/Display   Include History

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **"In Service" will show in upper right hand corner of page.**

Enter the **Transaction Date**

- This date is equal to the date that the adjustment should take place

Select **Action**

- Choose Adjustment

Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

---

**Main Transaction**

---

Unit: 01110   Asset ID: 000000000474   Exp Laptops   Tag: FM6502   In Service

Transaction Date: 10/31/2011	<input checked="" type="checkbox"/> Copy Changes to Other Books
Accounting Date: 10/31/2011	<b>Copy to Other Books Options</b>
Transaction Code:	Transfer Other Books by: Amount
Rate Type: CRRNT	Adjust Other Books by: Amount
	Include Convention: Exclude
Action: Adjustment	GO

Click **Go**

The Cost Information Page loads.

Unit: 01110   Asset ID: 000000000474   Exp Laptops   Tag: FM6502   In Service

Book Name: ASSETS   Asset Book   Base Currency: USD   Convention: Mid-Month

Adjust All Rows By: Percent:   Quantity:   Cost:   Curr: USD   Apply

Quantity: 2.0000   Cost: 2,250.00   Salvage: 0.00

Fund: 22005   Dept: 1110003000   Program   Class   Project

Adjust Current Row By:   USD   Apply

All current cost information defaults in.

**\*\*CHANGE THE CONVENTION TO MID-MONTH\*\***

Adjust the **Quantity**

- Change the existing quantity field to equal what the quantity should be

**For example:** If the quantity is currently 1.000 and should be 2.000, change the quantity of 1.000 to 2.000.

OR

- Enter an adjustment in the "Adjust All Rows By" row  
**For example:** If the quantity is currently 2.000 and should be 1.000, enter -1.000 in the "Adjust All Rows By" row, in the quantity field.

**Note: An adjustment amount should only be placed on ONE field. Only one field can be used at a time.**

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)

[Main Transaction](#) | **Cost Information**

**Unit:** 01110    **Asset ID:** 000000000474    Exp Laptops    **Tag:** FM6502    In Service    [Change Location](#)

**Book**    [Find](#) | [View All](#)    First **1** of **1** Last

**Book Name:** ASSETS    Asset Book    **Base Currency:** USD    **Convention:** Actual Month

[Cost History](#)

**Edit Cost Information**

Adjust All Rows By:    Percent:     Quantity:     Cost:     Curr: USD    

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE	<input type="checkbox"/>	01110

**Fund**    **Dept**    **Program**    **Class**    **Project**  
 10000    11100000000

Adjust Current Row By:  USD   

Click **Apply**

Asset quantity adjustment has been applied.

Click **Save**

Asset quantity adjustment has been saved.

**Adjust the Quantity of an Asset is complete**

# Transfer an Asset to Add/Update a Dept ID (same Business Unit)

**Possible situations when this function is used:** To correct a Dept ID after an asset has been entered with incorrect chartfield information. To correct a Dept ID if a physical internal transfer has occurred. To add a Dept ID after the asset has been entered without a Dept ID.

**VISION Asset Management (AM) allows for assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM. The chartfield information is considered a transfer in AM. Only one type of adjustment can be done at a time. For example: If an asset was in the system with an incorrect cost and incorrect Dept ID, the cost would need to be adjusted and saved, then the Dept ID would need to be transferred and saved in two separate transactions.**

**Navigation:** Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

The screenshot shows the 'Asset Cost Adjust/Transfers' search interface. At the top is a breadcrumb trail: Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset. Below this is the title 'Asset Cost Adjust/Transfers' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The search criteria section includes: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = 01110', 'Asset Identification: begins with 000000000474', 'Tag Number: begins with', 'Parent ID: begins with', 'Description: begins with', and 'Asset Status: ='. There are checkboxes for 'Include History' and 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.


Click **Search**


The Main Transaction Page loads.


Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset


**Main Transaction**


Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/31/2011  ☒ Copy Changes to Other Books


Accounting Date: 10/31/2011 


Transaction Code:  


Rate Type: CRRNT 

Action: -- Select Action -- 

**Copy to Other Books Options**

Transfer Other Books by: Amount 

Adjust Other Books by: Amount 

Include Convention: Exclude 

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **"In Service" will show in upper right hand corner of page.**

Enter the **Transaction Date**

- This date is equal to the date that the transfer should take place


Select **Action**


- Choose Transfer


Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset


**Main Transaction**


Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/31/2011  ☒ Copy Changes to Other Books


Accounting Date: 10/31/2011 


Transaction Code:  


Rate Type: CRRNT 


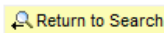

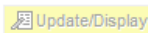
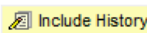
Action: Transfer 

**Copy to Other Books Options**

Transfer Other Books by: Amount 

Adjust Other Books by: Amount 

Include Convention: Exclude 

Click **Go**

The Cost Information Page loads.

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Book Name: ASSETS Asset Book Base Currency: USD Convention: **Mid-Month**

Cost History

Edit Cost Information

Adjust All Rows By: Percent: Quantity: Cost: Curr: USD Apply

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE		01110

Fund: 22005 Dept: 1110003000 Program: Class: Project:

Adjust Current Row By: USD Apply

Save Return to Search Notify Update/Display Include History

All current cost information defaults in.

**\*\*CHANGE THE CONVENTION TO MID-MONTH\*\***

Add/Replace the **Dept ID**

- Add/Replace the dept id field with the correct Dept ID

Click **Apply**



[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)

[Main Transaction](#) | [Cost Information](#)

**Unit:** 01110    **Asset ID:** 000000000474    Exp Laptops    **Tag:** FM6502    In Service    [Change Location](#)

**Book** [Find](#) | [View All](#)    First **1** of **1** Last

**Book Name:** ASSETS    Asset Book    **Base Currency:** USD    **Convention:** Mid-Month

[Cost History](#)

**Edit Cost Information**

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE		01110

**Fund** 22005    **Dept** 1110000000    **Program**    **Class**    **Project**

Adjust Current Row By:    USD    [Apply](#)

Asset Dept ID Transfer has been applied.

Click **Save**

Asset Dept ID Transfer has been saved.

**Transfer an Asset from one Dept ID to another (same Business Unit) is complete**

# Transfer an Asset to Add/Update a Fund (same Business Unit)

**Possible situations when this function is used:** To correct a fund after an asset has been entered with incorrect chartfield information. To correct a fund if a physical internal transfer has occurred. To add a Fund after the asset has been entered without a Fund.

**VISION Asset Management allows for assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM. The chartfield information is considered a transfer in AM. Only one type of adjustment can be done at a time. For example: If an asset was in the system with an incorrect cost and incorrect Dept ID, the cost would need to be adjusted and saved, then the Dept ID would need to be transferred and saved in two separate transactions.**

**Navigation:** Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

The screenshot shows the 'Asset Cost Adjust/Transfers' search interface. At the top is a breadcrumb trail: Favorites | Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset. Below this is the title 'Asset Cost Adjust/Transfers' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The search criteria section includes: 'Maximum number of rows to return (up to 300):' with a value of 300; 'Business Unit:' with a dropdown arrow and the value 01110; 'Asset Identification:' with a dropdown arrow, 'begins with', and the value 00000000474; 'Tag Number:' with a dropdown arrow, 'begins with', and an empty field; 'Parent ID:' with a dropdown arrow, 'begins with', and an empty field; 'Description:' with a dropdown arrow, 'begins with', and an empty field; and 'Asset Status:' with a dropdown arrow, '=', and an empty field. At the bottom are checkboxes for 'Include History' and 'Case Sensitive'. A row of buttons at the very bottom includes 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.


Click **Search**


The Main Transaction Page loads.


Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset


**Main Transaction**


Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/31/2011  ☒ Copy Changes to Other Books


Accounting Date: 10/31/2011 


Transaction Code:  


Rate Type: CRRNT 

Action: -- Select Action -- 

**Copy to Other Books Options**

Transfer Other Books by: Amount 

Adjust Other Books by: Amount 

Include Convention: Exclude 

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **"In Service" will show in upper right hand corner of page.**

Enter the **Transaction Date**

- This date is equal to the date that the transfer should take place


Select **Action**


- Choose Transfer


Favorites Main Menu > Asset Management > Financial Management > Financial Transactions > Cost Adjust/Transfer Asset


**Main Transaction**


Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Transaction Date: 10/20/11  ☒ Copy Changes to Other Books


Accounting Date: 10/31/2011 


Transaction Code:  


Rate Type: CRRNT 


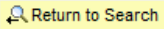

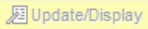
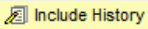
Action: Transfer 

**Copy to Other Books Options**

Transfer Other Books by: Amount 

Adjust Other Books by: Amount 

Include Convention: Exclude 

Click **Go**

The Cost Information Page loads.

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Book Name: ASSETS Asset Book Base Currency: USD Convention: **Mid-Month**

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE		01110

Fund: 22005 Dept: 1110003000 Program: Class: Project:

Adjust Current Row By: USD Apply

Save Return to Search Notify Update/Display Include History

All current cost information defaults in.

**\*\*CHANGE THE CONVENTION TO MID-MONTH\*\***

All current cost information defaults in.

Add/Replace the **Fund**

- Add/Replace the Fund field with the correct Fund

Click **Apply**

Unit: 01110 Asset ID: 000000000474 Exp Laptops Tag: FM6502 In Service

Book Name: ASSETS Asset Book Base Currency: USD Convention: **Mid-Month**

Quantity	Cost	Salvage	Category	Cost Type	Unit
2.0000	2,250.00	0.00	COMPE		01110

Fund: 10000 Dept: 1110000000 Program: Class: Project:

Adjust Current Row By: USD Apply

Asset Fund Transfer has been applied.

Click **Save**

Asset Fund Transfer has been saved.

**Transfer an Asset from one Fund to another (same Business Unit)**

# Retire an "In Service" Asset

**Possible situations when this function is used:** To retire an asset that is currently no longer in service. To retire an asset that was originally entered into Asset Management in error. To retire an **expensed** asset that has been physically transferred to another Business Unit.

**Navigation:** Asset Management > Financial Management > Asset Disposal > Retire/Reinstate Asset

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

Favorites Main Menu > Asset Management > Financial Management > Asset Disposal > Retire/Reinstate Asset


### Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**


---

Maximum number of rows to return (up to 300):

**Business Unit:** =  

**Asset Identification:** begins with


**Tag Number:** begins with

**Parent ID:** begins with  

**Description:** begins with

**Asset Status:** =

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Click **Search**

The Retire Assets Page loads.

Favorites | Main Menu > Asset Management > Financial Management > Asset Disposal > Retire/Reinstate Asset

**Retire Assets** | Other Options | By Chartfield

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 In Service

Trans Date: 10/31/2011 Acctg Date: 10/31/2011 Rate Type: CRRNT

**Book** Find | View All First 1 of 1 Last

Book Name: ASSETS Asset Book Base Currency: USD As Of: 10/31/2011

Retire As: Retirement by Sale Go Reinstate Quantity: 1.0000

☒ Copy Changes to Other Books Cost: 1,586.00

**Retirement** Find | View All First 1 of 1 Last

\*Disposal Code: Retirement by Sale Date/Time: 10/31/11 1:36:45PM Ret Status: Unretired

Quantity: Retirement Amt: 0.00 USD

Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00

Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00

Convention: Actual Month Accum Depr: 0.00

Trans Code: Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss

Save Return to Search Notify

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **"In Service" shows in the upper right hand corner of the page.**

**Select "Retire As" Option --** Choose the appropriate option for the transaction that is to take place. The two most common are:

- The asset was sent to Surplus Property: select **"Donated to External Group"**
- The expensed asset was transferred to another Business Unit: select **"Scrapped Assets"**
- The asset is no longer in service, but has not been sent to Surplus or transferred: this is usually **"Scrapped Assets"**, but could be something else, like **"Missing Asset"**, if the description seems applicable.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

**Unit:** 01110   **Asset ID:** 000000000421   HP 4050dtn Printer   **Tag:** F299   In Service

**Trans Date:** 10/31/2011   **Acctg Date:** 10/31/2011   **Rate Type:** CRRNT

---

**Book** [Find](#) | [View All](#)   First 1 of 1 Last

**Book Name:** ASSETS   **Asset Book**   **Base Currency:** USD   **As Of:** 10/31/2011

**Retire As:** Donated to External Grp Go Reinstate   **Quantity:** 1.0000

☒ **Copy Changes to Other Books**   **Cost:** 1,586.00

---

**Retirement** [Find](#) | [View All](#)   First 1 of 1 Last

**\*Disposal Code:** Retirement by Sale   **Date/Time:** 10/31/11 1:36:45PM   **Ret Status:** Unretired

**Quantity:**    **Retirement Amt:**  0.00 USD

**Removal Cost:**  0.00   **RC Curr:** USD   **Base Removal Cost:** 0.00

**Proceeds:**  0.00   **Pr Curr:** USD   **Base Proceeds:** 0.00

**Convention:** Actual Month   **Accum Depr:** 0.00

**Trans Code:**    **Gain/Loss:** 0.00

**Retire Option:** Calculate Gain/Loss

Click **Go**

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

**Unit:** 01110   **Asset ID:** 000000000421   HP 4050dtn Printer   **Tag:** F299   In Service

**Trans Date:** 10/31/2011   **Acctg Date:** 10/31/2011   **Rate Type:** CRRNT

---

**Book** [Find](#) | [View All](#)   First 1 of 1 Last

**Book Name:** ASSETS   **Asset Book**   **Base Currency:** USD   **As Of:** 10/31/2011

**Retire As:** Donated to External Grp Go Reinstate   **Quantity:** 1.0000

☒ **Copy Changes to Other Books**   **Cost:** 1,586.00

---

**Retirement** [Find](#) | [View All](#)   First 1 of 1 Last

**\*Disposal Code:** Donated to External Group   **Date/Time:** 10/31/11 1:36:45PM   **Ret Status:** New

**Quantity:**  -1.0000   **Retirement Amt:**  -1,586.00 USD

**Removal Cost:**  0.00   **RC Curr:** USD   **Base Removal Cost:** 0.00

**Proceeds:**  0.00   **Pr Curr:** USD   **Base Proceeds:** 0.00

**Convention:** Actual Month   **Accum Depr:** 0.00

**Trans Code:**    **Gain/Loss:** 0.00

**Retire Option:** Calculate Gain/Loss

Save  Return to Search  Notify

Enter the Transaction Date

- This date is equal to the date that the retirement should take place



Enter the Proceeds

- Enter proceeds from the sale of the asset

**Note: The Proceeds field may be left blank. The Proceeds field is only used if there is a sale of an asset. (For this example the proceeds is left at \$0.00)**

Click **Save**

Asset retirement has been saved.

Unit: 01110 Asset ID: 00000000421 HP 4050dtn Printer Tag: F299 Disposed

Trans Date: 10/31/2011 Acctg Date: 10/31/2011 Rate Type: CRRNT

Book Name: ASSETS Asset Book Base Currency: USD As Of: 10/31/2011

Retire As: Donated to External Group Go Reinstate Quantity: 1.0000

Cost: 1,586.00

Retirement

\*Disposal Code: Donated to External Group Date/Time: 10/31/11 1:36:45PM Ret Status: New

Quantity: -1.0000 Retirement Amt: -1,586.00 USD

Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00

Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00

Convention: Actual Month Accum Depr: 0.00

Trans Code: Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss

Save Return to Search Notify

**"Disposed" shows in the upper right hand corner of the page.**

**Navigation:** Asset Management>Financial Management>Owned Assets > Basic Add

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id (same as was used above)

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

### Asset Basic Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Business Unit:

Asset Identification:

Tag Number:

Parent ID:

Description:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Click **Search**

Asset Information page loads

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

[Asset Information](#) [Asset Acquisition Detail](#) [Location/Comments/Attributes](#) [Manufacture/License/Custodian](#)

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 Disposed

### Asset Information

Description:  Short Description:

CAP #:  Seq #:

☒ Taggable Asset Tag Number:

Asset Class:  Computers

\*Asset Status:

Acquisition Date:

Collateral Asset:

\*Acquisition Code:

FERC Code:

Financing Code:

Replacement Cost:  Last Update:

Index Name:

SubIndex Name:

Parent/Child:  Parent ID:  [Book Page](#)

Profile ID:

[Set R and D Info...](#) [Hazardous Code Info...](#)

☐ Hazardous Asset ☐ Clustered Asset ☒ Capitalized Asset ☒ New Asset

☐ Composite Asset Asset ID:

☐ Replacement Asset Asset ID:

☐ Asset is Available Contact:

Phone #:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Click on the Location/Comments/Attributes tab

The Location/Comments/Attributes Page will load.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

Unit: 01110   Asset ID: 000000000421   HP 4050dtn Printer   Tag: F299   Disposed

▼ Location Find | View All   First 1 of 1 Last

Effective Date: 06/04/2007 Effective Sequence:

Location: AMTP109ST 109 State St.

Address: Pavillion Office Building

City: Montpelier

County: Jurisdiction:

State: VT   Vermont Sector:

Country: USA   United States Postal: 05602

Geocode:

Location Detail: BUDMAN

Building:

Floor #: Longitude:

Room#: Latitude:

**Authorization**

Status: Authorized Date:

Name:

► Comments

► Physical Attributes

► Image

Save Return to Search Add Update/Display Include History Correct History

Click on the Comments section.

▼ Comments Find | View All   First 1 of 1 Last

Date/Time: 06/25/2007 8:41:04AM

Name:

Comment:

Hewlet Packard - Purchased through Insight with PCard

► Physical Attributes

Enter **your name**

- A name should always be associated with comments. Name should be last name,first name (no spaces).

Enter **comments** related to the reasoning why this asset was retired

- These comments should be very specific details regarding the Retirement; including where the asset was physically moved to



The screenshot shows a web interface for adding comments. At the top, there's a header bar with the title 'Comments' and navigation links: 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below the header, there are three input fields: 'Date/Time' with the value '06/25/2007 8:41:04AM', 'Name' with the value 'jarvis,tanya', and 'Comment' with the text 'This assest was disposed on 10/31/11. This assest was sent to surplus property.' The 'Comment' field is a large text area. At the bottom right of the form, there are two small buttons: a plus sign (+) and a minus sign (-).

Click **Save** - the Comments have been saved.

**Retire an "In Service" Asset is complete**

# Reinstate a “Disposed” Asset

**Possible situations when this function is used:** To reinstate an asset that was originally disposed of in Asset Management in error. To reinstate a disposed asset that has come back into service.

**Navigation:** Asset Management > Financial Management > Asset Disposal > Retire/Reinstate Asset

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

Favorites Main Menu > Asset Management > Financial Management > Asset Disposal > Retire/Reinstate Asset

---


### Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**


---

Maximum number of rows to return (up to 300):

**Business Unit:** =  

**Asset Identification:** begins with


**Tag Number:** begins with

**Parent ID:** begins with  

**Description:** begins with

**Asset Status:** =

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Click **Search**

## The Retire Assets Page loads.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 Disposed  
 Trans Date: 10/31/2011 Acctg Date: 10/31/2011 Rate Type: CRRNT

**Book** Find | View All First 1 of 1 Last  
 Book Name: ASSETS Asset Book Base Currency: USD As Of: 10/31/2011  
 Retire As: Retirement by Sale Go Reinstate Quantity: 0.0000  
☒ Copy Changes to Other Books Cost: 0.00

**Retirement** Find | View All First 1 of 1 Last  
 \*Disposal Code: Donated to External Group Date/Time: 10/31/11 1:36:45PM Ret Status: New ☐ Reinstate  
 Quantity: -1.0000 Retirement Amt: -1,586.00 USD  
 Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00  
 Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00  
 Convention: Actual Month Accum Depr: 0.00  
 Trans Code: Gain/Loss: 0.00  
 Retire Option: Calculate Gain/Loss

[Save](#) [Return to Search](#) [Notify](#)

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked.

**"Disposed" shows in the upper right hand corner of the page.**

Click **Reinstate**

Click **Save**

Asset reinstatement has been saved. **"In Service"** will show in the upper right hand corner of the page.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 In Service  
 Trans Date: 10/31/2011 Acctg Date: 10/31/2011 Rate Type: CRRNT

**Book** Find | View All First 1 of 1 Last  
 Book Name: ASSETS Asset Book Base Currency: USD As Of: 10/31/2011  
 Retire As: Retirement by Sale Go Reinstate Quantity: 1.0000  
☒ Copy Changes to Other Books Cost: 1,586.00

**Retirement** Find | View All First 1 of 1 Last  
 \*Disposal Code: Retirement by Sale Date/Time: 10/31/11 2:07:13PM Ret Status: Unretired  
 Quantity: Retirement Amt: 0.00 USD  
 Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00  
 Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00  
 Convention: Actual Month Accum Depr: 0.00  
 Trans Code: Gain/Loss: 0.00  
 Retire Option: Calculate Gain/Loss

[Save](#) [Return to Search](#) [Notify](#)

**Navigation:** Asset Management>Financial Management>Owned Assets >Basic Add

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id (same as was used above)

Favorites Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add


### Asset Basic Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


---

Maximum number of rows to return (up to 300):

**Business Unit:** =  


**Asset Identification:** begins with

**Tag Number:** begins with

**Parent ID:** begins with  

**Description:** begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Click **Search**

Asset Information page loads

## Click on the Location/Comments/Attributes tab

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 In Service

**Asset Information**

Description: HP 4050dtn Printer Short Description: printer

CAP #: Seq #: [Set R and D Info...](#)

☒ Taggable Asset Tag Number: F299 ☐ Hazardous Asset [Hazardous Code Info...](#)

Asset Class: COMPUTERS Computers ☐ Clustered Asset

\*Asset Status: In Service ☒ Capitalized Asset

Acquisition Date: 06/04/2007 ☒ New Asset

Collateral Asset: ☐ Composite Asset Asset ID:

\*Acquisition Code: Purchased ☐ Replacement Asset Asset ID:

FERC Code:  ☐ Asset is Available Contact:

Financing Code:  Phone #:

Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID:  [Book Page](#)

Profile ID: ECOMPUTER

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

## The Location/Comments/Attributes Page will load.

Favorites | Main Menu > Asset Management > Financial Management > Owned Assets > Basic Add

Asset Information | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

Unit: 01110 Asset ID: 000000000421 HP 4050dtn Printer Tag: F299 In Service

**Location** Find | View All First 1 of 1 Last

Effective Date: 06/04/2007 Effective Sequence:

Location: AMTP109ST 109 State St.

Address: Pavillion Office Building

City: Montpelier

County: Jurisdiction:

State: VT Vermont Sector:

Country: USA United States Postal: 05602

Geocode:

Location Detail: BUDMAN

Building:

Floor #: Longitude:

Room#: Latitude:

**Authorization**

Status: Authorized Date:

Name:


[Comments](#)

[Physical Attributes](#)

## Click on the Comments section.



Add a new record by clicking on the  sign.



▼ Comments Find | View All First 2 of 2 Last

Date/Time: 10/31/2011 2:14:18PM

Name: jarvis,tanya

Comment: 10/31/11 Asset Reinstated. Asset had been retired by accident. Located at 109 State Street - Room 444

Enter **your name**

- A name should always be associated with comments. Name should be last name,first name (no spaces).

Enter **comments** related to the reasoning why this asset was reinstated.

- These comments should be very specific details regarding the Reinstatement; including where the asset is physically located.

Click **Save** - the Comments have been saved.

**Reinstate a "Disposed" Asset is complete**

# Inquire on the Cost History of an Asset

**Navigation:** Asset Management > Financial Management > History > Review Cost

Your default BU will appear in the Business Unit field.

Enter **Business Unit**

- Leave as default **or**
- Enter the appropriate business unit

Enter **Asset ID**

- Enter the appropriate asset id

Favorites | Main Menu > Asset Management > Financial Management > History > Review Cost

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:** =

**Asset Identification:** begins with

**Tag Number:** begins with

**Parent ID:** begins with

**Description:** begins with

**Asset Status:** =

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Click **Search**

The Cost History List page loads.

Favorites | Main Menu > Asset Management > Financial Management > History > Review Cost

**Cost History List** | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit: 01110 Asset ID: 000000000473 Exp Laptops Tag: FM7501 In Service

**Book** Find | View All First 1 of 1 Last

Book Name: ASSETS Asset Book Currency: USD

Total Cost: 2,500.00

Customize | Find | View All | First 1 of 1 Last

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1		10/28/2011	ADD		1.0000	2,500.00	<a href="#">Detail</a>

The Description, Tag ID, Quantity and Cost will default as what is currently in VISION for this asset. The page will show all transactions that have been processed for this asset, listed under Trans Type.

Click on the Cost History Detail page.

The Cost History Detail page loads.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Financial Management](#) > [History](#) > [Review Cost](#)

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[Cost History List](#) | **[Cost History Detail](#)** | [Non Cap History List](#) | [Non Cap History Detail](#)

---

**Unit:** 01110    **Asset ID:** 000000000473    **Exp Laptops**                      **Tag:** FM7501                      **In Service**

**Book** [Find](#) | [View All](#)    First **1** of 1 **Last**

---

**Book Name:** ASSETS                      **Asset Book**                      **Base Currency:** USD

**Cost** [Find](#) | [View All](#)    First **1** of 1 **Last**

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<b>Acctg Date:</b> 10/28/2011	<b>Trans Date:</b> 08/01/2011	<b>Date/Time Stamp:</b> 10/28/2011 11:28:20AM
<b>Trans Type:</b> ADD	Asset Addition	
<b>Trans Code:</b>		
<b>Cost:</b>	2,500.00 USD	
<b>Base Cost:</b>	2,500.00 USD	
<b>Salvage:</b>		
<b>Quantity:</b>	1.0000	
<b>Convention:</b> AM		
<b>User ID:</b> TJARVIS		
<b>Category:</b> COMPE Computer Equipment - Exp		
<b>Cost Type:</b>		
<b>Fund Code:</b> 10000	General Fund	
<b>Department:</b> 1110000000	Dept of Finance and Management	
<b>Program Code:</b>		
<b>Class Field:</b>		
<b>Project:</b>		

**Interunit Transfer Information**

**Unit:**

**Asset ID:**

**Book:**

**Exchange Rate**

**Rate Type:** CRRNT

**Rate Effdt:** 08/01/2011

**Exchange Rate:** 1.00000000

The current information that is in VISION for this asset will default. The page will show each transaction that has been processed for this asset. This page will also show you the User ID of each transaction. You may use the arrows under "In Service" to look at any other transaction details that have been processed. You can always click on "View All" to have all transactions listed on the same page.

**Inquire on the Cost History of an Asset is complete**

# Run the VT\_AM\_ASSET\_LIST query to Excel

**Possible situations when this function is used:** Used during Year End Inventory. A copy must be submitted with the Asset Inventory Verification Form at year end. May be used throughout the year for mid-year inventories, monitoring progress of asset additions/deletions, etc.

**Per the Asset Management Procedure, issued May 1, 2004 and revised May 1, 2007, all Departments must conduct and complete an annual physical inventory between May 1 and June 1 and ensure that all additions, deletions, and transfers of assets have been properly recorded in VISION. The VT\_AM\_ASSET\_LIST query is required to perform this task. When all asset information is complete in the VISION Asset Management Module by June 15, re-run the VT\_AM\_ASSET\_LIST query to Excel and include a copy of the data with a signed Asset Inventory Verification Form to Financial Operations by June 20.**

**Navigation:** Reporting Tools > Query > Query Viewer

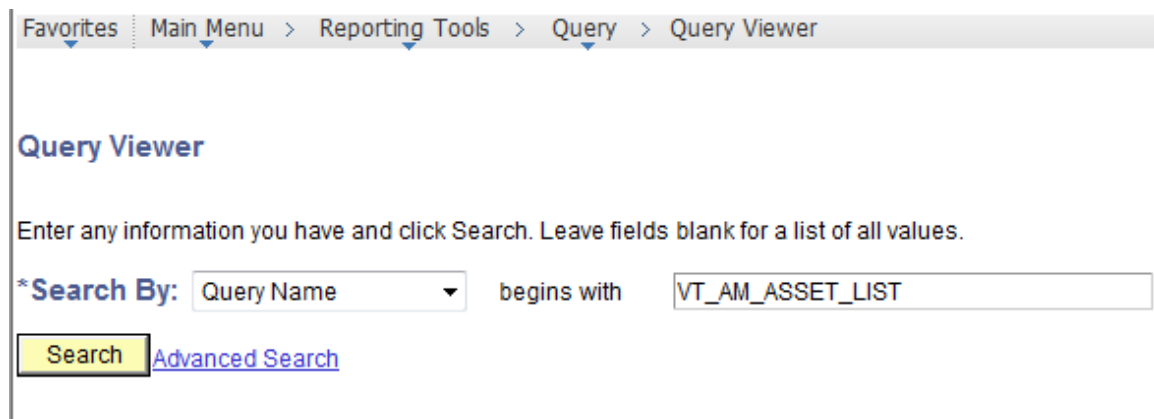
The Query Viewer page loads.

Choose **Search By**

- Leave as default **or**
- Choose other search by option

Enter **begins with**

- Enter VT\_AM\_ASSET\_LIST **or**
- Enter first few characters of the query name



Click **Search**

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with VT\_AM\_ASSET\_LIST

[Search](#) [Advanced Search](#)

### Search Results

\*Folder View: -- All Folders --

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VT_AM_ASSET_LIST	All in service assets for a BU	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Click **Run to Excel** link

The query page will load.

VT\_AM\_ASSET\_LIST - All in service assets for a BU

Business Unit:

Location Code (%=All):  [Q](#)

Department (% = All):  [Q](#)

[View Results](#)

BU	Asset ID	Descr	Location	Location Detail	Taggable	Tag Number	Serial ID	Fund	Dept	Program	Class	Project	Category	Profile ID	Quantity	Cost	Acquisition Code	Acquisition Date
----	----------	-------	----------	-----------------	----------	------------	-----------	------	------	---------	-------	---------	----------	------------	----------	------	------------------	------------------

Enter the **Business Unit**

- Enter the appropriate business unit

Enter the **Location Code**

- Enter the appropriate location code. (It must begin with "A".) **or**
- Enter a percentage sign (%) for all location codes

Enter **the Department (Dept ID)**

- Enter the appropriate dept id **or**
- Enter a percentage sign (%) for all dept id's

**NOTE: If you are running this for year-end inventory, but sure to use % for both Location Code and Dept ID fields. This will give you the complete inventory for your Business Unit.**

# VT\_AM\_ASSET\_LIST - All in service assets for a BU

Business Unit:

Location Code (%=All):

Department (% = All):

[View Results](#)

BU Asset ID Descr Location Location Detail Taggable Tag Number Serial ID Fund Dept Program Class Project Category Profile ID Quantity Cost Acquisition Code Acquisition Date

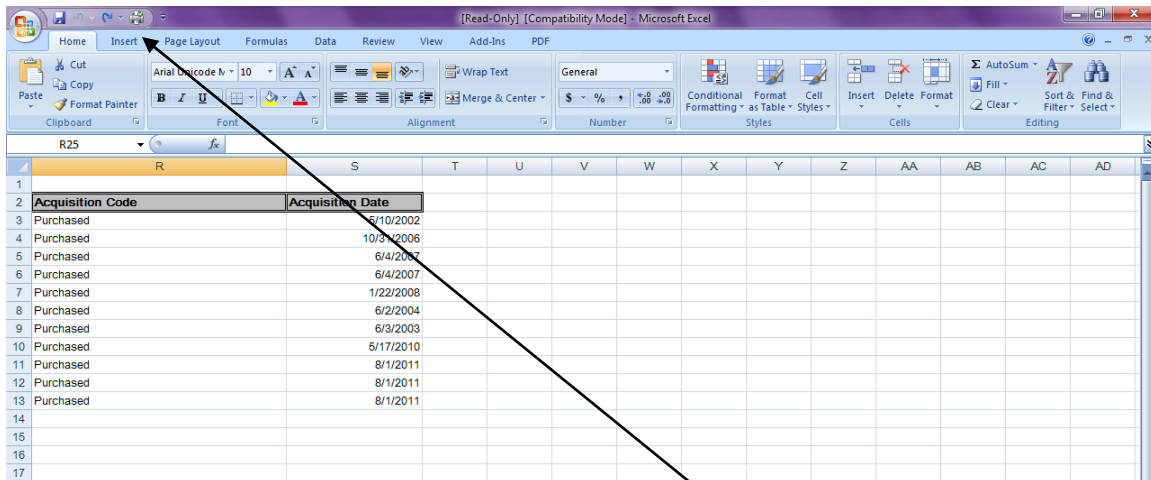
Click **View Results**

[Read-Only] [Compatibility Mode] - Microsoft Excel

1	A	B	C	D	E	F	G	H
2	BU	Asset ID	Descr	Location	Location Detail	Taggable	Tag Number	Serial ID
3	01110	000000000392	HP 9000N	AMTP109ST	FINOPS	Taggable Asset	F268	JPBDP06664
4	01110	000000000418	Savin C4535 MFP	AMTP109ST	BUDMAN	Taggable Asset	F297	K516050099
5	01110	000000000420	HP 4060dtn Printer	AMTP109ST	FINOPS	Taggable Asset	F300	CNRXC86977
6	01110	000000000421	HP 4060dtn Printer	AMTP109ST	BUDMAN	Taggable Asset	F299	CNRXC60720
7	01110	000000000449	Toshiba EStudio 3510c MFP	AMTP109ST	FINOPS	Taggable Asset	F325	CVL717512
8	01110	000000000465	Gateway E-4100	AMTP109ST	PCL CUBE	Taggable Asset	DOP-0163	0033832827
9	01110	000000000466	Gateway E4000	AMTP109ST	PCL TEMP	Taggable Asset	DOP-0148	0031633617
10	01110	000000000468	HP6000E Microtower	AMTP109ST		Taggable Asset	DII-1004	
11	01110	000000000471	Dell Inspiron	AMTP109ST		Taggable Asset	FM7878	
12	01110	000000000472	Dell Inspiron	AMTP109ST		Taggable Asset	FM7502	
13	01110	000000000473	Exp Laptops	AMTP109ST		Taggable Asset	FM7501	

[Read-Only] [Compatibility Mode] - Microsoft Excel

1	I	J	K	L	M	N	O	P
2	Fund	Dept	Program	Class	Project	Category	Profile ID	Quantity
3	10000	1110000000				COMPE	ECOMPUTERS	1.0000
4	10000	1110000000				COMPD	DCOMPUTERS	1.0000
5	10000	1110000000				COMPE	ECOMPUTERS	1.0000
6	10000	1110000000				COMPE	ECOMPUTERS	1.0000
7	10000	1110000000				COMPD	DCOMPUTERS	1.0000
8	10000	1110000000				COMPE	ECOMPUTERS	1.0000
9	10000	1110000000				COMPE	ECOMPUTERS	1.0000
10	10000	1110000000				COMPE	ECOMPUTERS	1.0000
11	10000	1110000000				COMPE	ELAPTOPS	1.0000
12	10000	1110000000				COMPE	ELAPTOPS	1.0000
13	10000	1110000000				COMPE	ELAPTOPS	1.0000



	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1													
2	Acquisition Code	Acquisition Date											
3	Purchased	5/10/2002											
4	Purchased	10/3/2006											
5	Purchased	6/4/2007											
6	Purchased	6/4/2007											
7	Purchased	1/22/2008											
8	Purchased	6/2/2004											
9	Purchased	6/3/2003											
10	Purchased	5/17/2010											
11	Purchased	8/1/2011											
12	Purchased	8/1/2011											
13	Purchased	8/1/2011											
14													
15													
16													
17													

The results are loaded into Excel, with the description of the query listed in cell A1.

You can print the report from Excel by clicking on the printer icon or you can save it.

**A complete listing of reports and queries available in VISION for the Assets Module can be found on the Finance & Management website at <http://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual>**